



USAID
FROM THE AMERICAN PEOPLE

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Subject: Request for Applications for Title II Development Food Assistance Programs for Haiti

Title: Fiscal Year 2013 Title II Development Food Assistance Programs for Haiti

The U. S. Agency for International Development (USAID) Office of Food for Peace (FFP) is seeking applications (proposals for funding) from private voluntary organizations or cooperatives that are, to the extent practicable, registered with the USAID Administrator, or intergovernmental organizations for Title II development food assistance programs in Haiti. This includes U.S. and non-U.S. nonprofit organizations. Please refer to the Program Description for a complete description.

Subject to the availability of funds and commodities, under this Request for Applications (RFA), FFP plans to enter into up to one award for Haiti, totaling approximately \$20 million for the first year and \$80 million over a four-year life-of-activity.

USAID reserves the right to adjust the number of awards or funding levels and sources of funding. Community Development Funds (CDF) may be made available for Haiti, and if so, CDF may be used in lieu of monetization.

Applications are submitted at the risk of the applicant, and all preparation and submission costs are at the applicant's expense.

Issuance of this RFA for Haiti does not constitute an award commitment on the part of USAID, nor does it commit USAID to pay for costs incurred in the preparation and submission of an application. Final awards cannot be made until funds have been fully appropriated, apportioned, allocated, and committed. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award.

For the purposes of this program, this RFA for Haiti is being issued and consists of this cover letter and the following:

- Section I – Funding Opportunity Description
- Section II – Award Information
- Section III – Eligibility Information
- Section IV – Submission and Application Information
- Section V – Application Review Information
- Section VI – Award and Administration Information
- Section VII – Agency Contacts
- Section VIII – Other Information

- Annex I – Definitions
- Annex II – Questions and Answers on Health and Nutrition Programming
- Annex III – Gender: Title II Development Food Assistance Programs
- Annex IV – Selected Templates and Examples

To be eligible for the award, the applicant must provide all required information in its application, including the requirements found in any attachments to this www.grants.gov opportunity. Any future amendments to this RFA for Haiti can be downloaded from www.grants.gov. This information may also be posted on the FFP website, but it is the responsibility of the applicant to ensure that she/he has the most up-to-date versions of all of the documents related to this RFA.

Applicants should retain for their records one copy of all enclosures that accompany their electronic application.

Pursuant to 22 C.F.R. 226.81, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the agreement program and are in accordance with applicable cost standards (22 C.F.R. 226, 2 C.F.R. 230 (formerly known as OMB Circular A-122)) may be paid under the agreement.

USAID may (a) reject any or all applications, (b) accept other than the lowest cost application, or (c) accept more than one application (see Section V - Application Review Information). USAID intends to award predominantly cooperative agreements, but reserves the right to award grants. USAID may waive informalities and minor irregularities in applications received.

In the event of any inconsistency between this RFA and the referenced documents in the RFA or any inconsistency between the sections comprising this RFA, note that the RFA shall take precedence over any referenced documents, except statute, regulations and country-specific information, and the inconsistency shall be resolved by the following order of precedence:

- (1) Country-specific information
- (2) Section V – Application Review Information
- (3) Section IV – Submission and Application Information
- (4) Section I – Funding Opportunity Description
- (5) This Cover Letter

Thank you for your interest in USAID programs.

Sincerely,

/S/

Dina Esposito
Director, Office of Food for Peace

SECTION I – FUNDING OPPORTUNITY DESCRIPTION

1. General Description

The Office of Food for Peace (FFP), in USAID's Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA), is the U.S. Government leader in international food assistance. Through FFP, USAID provides development food assistance as part of multi-year, development programs integrated with USAID strategies to address the underlying causes of chronic food insecurity. USAID also provides emergency food assistance to address needs arising from natural disasters, such as floods or droughts, and complex emergencies often characterized by insecurity and population displacement. More information on USAID food assistance programs can be found on the [USAID website](#).

This Request for Applications (RFA) for Haiti, specifically, provides information on funding opportunities for multi-year development food assistance programs. Food security is the cornerstone of the Title II program because "...enhancing food security in the developing world through the use of agricultural commodities..." is a policy of the United States as stated in the Food for Peace Act, which authorizes Title II food aid. Thus, FFP's goal for multi-year development programming is to reduce risks and vulnerabilities to food insecurity and increase food availability, access, and utilization/consumption. Title II programs must target the vulnerability of food insecure individuals, households, and communities directly. Note that assistance made available pursuant to this RFA may be used to meet emergency/exceptional circumstances as provided in accordance with the terms of those awards and 22 C.F. R. 211.5(o).

The range of activities may include, but is not limited to, sustainable agricultural production and marketing, natural resource management, non-agricultural income generation, health, nutrition, water and sanitation, education, disaster risk reduction, vulnerable group feeding, and social safety nets. Gender should be a cross-cutting theme integrated throughout the range of activities.

For all programs, applicants must demonstrate that (a) proposed distribution and monetization food aid commodity levels will not result in disincentives to or interference with local agricultural production or marketing and will not disrupt commercial markets and (b) importation of agricultural commodities and the use of local currencies generated under the proposed award will not have a disruptive impact on the farmers or the local economy of the recipient country.

More specific information on the objectives, activities, and/or geographic locations targeted within Haiti covered by this RFA may be found on the country specific information posted on the [Country Fact Sheets](#) page of the FFP website. It is essential that applicants review this information carefully because detailed information contained in the country-specific information takes precedence over the generalities contained in this RFA.

2. Authorizing Legislation

The Food for Peace Act authorizes the USAID Administrator to establish programs to provide agricultural commodities to foreign countries on behalf of the people of the United States and to

provide assistance to address famine and food crises; combat malnutrition, especially in children and mothers; carry out activities that attempt to alleviate the causes of hunger, mortality and morbidity; promote economic and community development; promote food security and support sound environmental practices; carry out feeding programs; and promote economic and nutritional security by increasing educational, training, and other productive activities.

3. Program Eligibility Requirements

To be eligible for assistance under this RFA, the program must use Title II food aid resources for direct distribution. Given this eligibility requirement, FFP will not consider applications for 100 percent monetization. The direct distribution activities should be accompanied by complementary activities that increase availability, access, and utilization/consumption of food and reduce vulnerability to food insecurity.

4. Award Administration

Awards will be made and administered in accordance with the Food for Peace Act, U.S. Government regulations and [USAID Standard Provisions](#), which are available on the USAID website. The award will be administered under 22 C.F.R. 211, 22 C.F.R. 216, 22 C.F.R. 226, OMB Circulars, USAID Standard Provisions, and FFP information bulletins. Notwithstanding the foregoing, because intergovernmental organizations are subject to different requirements, USAID reserves the right to make awards to such organizations on different terms and conditions than those made to private voluntary organizations and cooperatives.

SECTION II – AWARD INFORMATION

1. Estimate of Funds Available

Subject to the availability of funds and commodities, under this RFA, FFP plans to enter into up to one award for Haiti, totaling approximately \$20 million for the first year and \$80 million over a four-year life-of-activity.

USAID reserves the right to adjust the number of awards or funding levels and sources of funding. Community Development Funds (CDF) may be made available for Haiti, and if so, the CDF may be used in lieu of monetization.

A separate RFA will result for any additional countries.

2. Anticipated Start Date and Performance Period

A start date in October 2013 is anticipated. Typically, the award will be issued for a performance period of five years, unless otherwise noted in the country-specific information.

3. Assistance Awards

USAID may make an award resulting from this RFA to the responsible applicant(s) whose application(s) conforming to this RFA offer(s) the greatest value. USAID may (a) reject any or all applications, (b) accept other than the lowest cost application, or (c) accept more than one application. USAID intends to award predominantly cooperative agreements, but reserves the right to award grants. USAID may waive informalities and minor irregularities in applications received.

USAID may award the resulting assistance award(s) on the basis of initial applications received, without discussions or negotiations. Therefore, each initial application should contain the applicant's best terms from a technical and cost standpoint. As part of its evaluation process, however, USAID may elect to discuss technical, cost or other pre-award issues with one or more applicants. Alternatively, USAID may proceed with award selection based on its evaluation of initial applications received and/or commence negotiations solely with one applicant.

SECTION III – ELIGIBILITY INFORMATION

1. Eligibility Requirements

To be considered for an award, the applicant must be a private voluntary organization or cooperative that is, to the extent practicable, registered with the USAID Administrator, or an intergovernmental organization, such as the World Food Program. This includes U.S. and non-U.S. nonprofit organizations as defined in Section 402 of the Food for Peace Act and as described in the [Private Voluntary Organization Conditions of Registration](#) on the USAID website.

Consortia of private voluntary organizations and/or cooperatives are neither encouraged nor discouraged from submitting applications. In the case of a consortium, the actual applicant must be the consortium lead and/or should identify any other members of the consortia or individuals tied to the implementation of the application, along with all sub-awardees. The respective roles (e.g., targeting, food aid distribution, etc.) of any other members of the consortia or individuals, including all sub-awardees, must be described and separate budgets must be attached for each.

2. New Partners

USAID encourages applications from potential new partners.

3. Cost Share

While cost share will not be required for FY 2013 applications, FFP anticipates exploring this option further in the future through the consultative process.

4. USAID Disability Policy

The objectives of the USAID Disability Policy are (1) to enhance the attainment of United States foreign assistance program goals by promoting the participation and equalization of

opportunities of individuals with disabilities in USAID policy, country and sector strategies, activity designs and implementation; (2) to increase awareness of issues of people with disabilities both within USAID programs and in host countries; (3) to engage other U.S. Government agencies, host country counterparts, governments, implementing organizations and other donors in fostering a climate of nondiscrimination against people with disabilities; and (4) to support international advocacy for people with disabilities. The full text of the policy paper can be found on the USAID [website](#).

USAID therefore requires that the recipient not discriminate against people with disabilities in the implementation of USAID funded programs and that it make every effort to comply with the objectives of the USAID Disability Policy in performing the program under this grant or cooperative agreement. To that end and to the extent it can accomplish this goal within the scope of the program objectives, the recipient should demonstrate a comprehensive and consistent approach for including men, women, and children with disabilities.

5. Minimal Qualification Requirements

USAID has no additional minimal qualification requirements.

SECTION IV – SUBMISSION AND APPLICATION INFORMATION

1. Submission

The application submission deadline is **April 22, 2013, 11:59 a.m., Eastern Standard Time**. The applicant is responsible for ensuring that the electronic application is received by the due date and time specified.

Food for Peace is requesting that applicants use the Food for Peace Management Information System (FFPMIS) to apply for a Title II development food assistance program under this RFA. FFPMIS can be accessed at <https://usaid-ffp.entellitrak.com/>.

- User guides and additional FFPMIS resources can be found [online](#).
- Any technical questions on use of FFPMIS should be emailed to FFPMIS_Support@devis.com.

FFPMIS submission will require a combination of data entry and document uploads. All uploaded documents should be completed in accordance with the format detailed in this RFA and must adhere to the following:

- Written in English and in 12-point Times New Roman font, including all text in tables or charts;
- Narratives should be prepared in Microsoft Word with print areas set to 8.5 x 11 inch, letter-sized paper and one-inch margins, left justification and a footer on each page including page numbers, date of submission, proposed country, and applicant name;
- Spreadsheets should be prepared in Microsoft Excel, with print areas set to 8.5 x 11 inch, letter-sized paper;

- Only the Indicator Performance Tracking Table (IPTT) may be submitted on 8.5 x 14 inches, legal-sized paper;
- Official (signed) documents, memoranda, and certifications may be submitted as Adobe PDF files; and
- Emailed, faxed and hard copy applications are not acceptable.

Applications that are received late or are incomplete run the risk of not being considered in the review process. Such late or incomplete applications will be considered with FFP's sole discretion depending on the status of application review process as of the time of receipt and/or the quality of other applications received.

Should any of the necessary documents listed in the RFA not be submitted according to the format and/or deadline referenced in the RFA, FFP will consider the application incomplete. FFP shall notify the applicant headquarters and the relevant FFP field contact by email with this determination and consequences.

2. Point of Contact

Any questions concerning this RFA, including the country-specific information and annexes, must be submitted in writing to Juli Majernik, FFP grants manager, at jmajernik@usaid.gov with a copy to FACG@amexdc2.com or via mail to AMEX International at the address below:

AMEX International
Attention: FY2013 Title II Development Food Aid Programs RFA
USAID Food for Peace Institutional Support Project
Ronald Reagan Building, North Tower
1300 Pennsylvania Avenue, NW
Suite 270
Washington, DC 20004, USA

Note: please include "FY13 RFA Haiti" in the subject line for email correspondence.

Any questions concerning submission of applications or the FFP MIS should be submitted in writing to FFPMIS_support@usaid.gov with a copy to FACG@amexdc2.com.

3. Budget Information

Applicants **may** submit budgets using Standard Form 424, 424A, and 424B, as appropriate, which can be downloaded from the USAID website. Alternatively, the [forms](#) are found on grants.gov.

Also, **sample budget formats** prepared by FFP's Program Operation Division are also available on the USAID website.

In addition, applicants may use budget formats they have developed that contain the requested information. In detailed budgets, all costs must be associated with an applicable program element and funding source.

Applicants may propose up to 13 percent of Section 202(e) funding unless otherwise noted in the country specific information. Applicants should review and follow the most recent version of the [FFP Information Bulletin on eligible uses of Section 202\(e\) and ITSH funding](#) located on the FFP website.

For additional budget and commodity information requirements, see 4. Application Format, d) Management and Logistics, and f) Budget.

4. Pre-Award Certifications, Assurances, and Other Statements of the Recipient

Apparently successful applicants must provide a signed copy of [Certifications, Assurances, and Other Statements of the Recipient](#) (located on the USAID website) in response to the issues letter.

5. Application Format

The Application should be specific, complete, and presented concisely. Applications that do not substantially meet the requirements of this RFA will not be considered for award. The application shall be divided into the following sections, with the maximum number of pages given per section, including any endnotes and/or footnotes, as follows:

- Cover Page (1 page)
- Executive Summary (2 pages maximum)
- Program Description and Design (35 pages maximum)
- Management and Logistics (10 pages maximum)
- Past Performance (2 pages maximum)
- Budget (no page limit, see requirements in sections d) and f) below)
- Annexes (no page limit)

The above bullets correspond to the sections of the RFA described below and constitute the general application format.

a) Cover Page (1 page)

The Cover Page should have the following:

- Name of the applicant's organization and country (i.e., Haiti) involved in the proposed application;
- Name and title of the organization's representative who has signatory authority and authority to submit the application;
- Name, title, and contact information of the organization's point of contact with whom USAID should coordinate on matters related to the application (if different from the organization's representative with signatory authority and authority to submit the

application). Contact information should include mailing address, e-mail, and telephone and fax numbers;

- Food aid commodity request in metric tons by direct distribution and/or monetization and the percent monetization request (i.e., percentage of total metric tons requested); and
- Budget request including monetization budget request in U.S. dollar equivalents, Section 202(e) funding request in U.S. dollars, internal transport, shipping and handling (ITSH) funding request in U.S. dollars, and cost share.

b) Executive Summary (2 pages maximum)

The application's executive summary should provide a concise synopsis of the following:

- Underlying causes of food insecurity to be addressed
- Proposed goal, objectives, and intermediate results
- Technical interventions and activities, and
- Proposed target population(s)

Separate from the Executive Summary, a Fiscal Year 2013 Executive Summary Table for the Life of Award (EST) is a required part of the application. The EST will be data entered through FFPMIS.

c) Program Description and Design (35 pages maximum)

The program description should include, at a minimum, the following:

1. *Adherence to Country-Specific Information.* Provide an explanation of how the proposed program adheres to the information in terms of the objectives, activities and/or geographic location targeted within the country as outlined in Section VIII – Other Information of this RFA.

2. *Linkage between Food Insecurity in the Region and Program Design.* This should include:

- Rationale for geographic and beneficiary targeting; and
- Brief description and analysis of the underlying causes of food insecurity (including food access, availability and/or utilization/consumption) and how these causes impact the vulnerable population of the country in the proposed target area. At a minimum, this analysis should include and/or reference appropriate and current national and local data, major determinants and underlying causes of food insecurity, sources of risk and vulnerability, and gender issues as they relate to food insecurity.

3. *Technical Interventions.* Applicants should explain how the proposed technical interventions address country-specific causes of food insecurity. Proposed interventions should be described in sufficient detail to assess their operational and technical appropriateness and feasibility. This should include, at a minimum, the following:

- Type, purpose, location, and feasibility of activities;

- Description of how activities relate to intermediate results and objectives;
- Detail of how the proposed activities will be implemented and by whom. Note that if an applicant proposes maternal-child health and nutrition (MCHN) activities, FFP strongly encourages applicants to focus specifically on preventing malnutrition in pregnant and lactating women and children under the age of two years, also called “first 1000 days approach.” Additional information on this preventive approach is found in Section VIII - Other Information, 5. First 1000 Days Approach: Preventing Chronic Malnutrition. Given the importance of health and nutrition for all women of reproductive age (WRA) (i.e., between 15 and 49 years of age) who may become pregnant, FFP also strongly encourages the engagement of WRA, men, grandparents, adolescents and caregivers in health and nutrition messaging and service strengthening;
- Description of the target population and the proposed program’s direct beneficiaries within this target population, including criteria to be used to select and graduate direct beneficiaries. Include an estimate of what proportion of the residents living in the program’s geographic area/target population will be direct beneficiaries. Also, applications with activities under multiple program elements should include an estimate of how many beneficiaries will benefit from more than one program element. Awardees are encouraged to use a Venn diagram to show how many beneficiaries are expected to overlap across program elements;
- Description of how gender will be integrated as a cross-cutting theme across all interventions in the proposed program;
- Details of and justification for ration size, selection of commodities, and (in the case of rations for pregnant and lactating women and children under age two) nutrient contribution to the diet;
- Description of how activities in different program elements will be integrated (for multi-element applications);
- Description of the geographic area of interventions (including a map as an annex); and
- Description of approach and proposed activities for the promotion of recommended behaviors and practices, description of expected key contact points and frequency of contact with target groups, description of the multiplication or replication of key activities expected within the overall approach, and description of any additional efforts proposed to reach the most vulnerable within a target population defined in general as vulnerable.

4. *Program Design.* This section should include the following components:

- Results framework with measurable, context-specific objectives and intermediate results stated as end results (not activities). This framework should demonstrate how the program will address country-specific food availability, access, and/or utilization/consumption constraints. (See [*USAID Performance Monitoring and Evaluation TIPS #13 Building a Results Framework*](#) for further information);
- Description of how the proposed food aid program will complement existing local government, U.S. Government, or other donor health, nutrition, agriculture, natural resources management and climate change programs as well as the Global Health initiative;

- In light of USAID's new [Gender Equality and Women's Empowerment Policy](#), applicants are expected to thoroughly describe how gender will be addressed in the proposed program;
- Description of how program activities could affect, both positively and negatively, the access to and control over resources and benefits for boys, girls, men, and women;
- Description of how the program in general, and the technical interventions in particular, will be carried out in a way that will allow for equitable participation by men, women, boys and girls must be included in the design of the project;
- Description of how the variability in natural resources availability and quality (i.e., water, soil, climate/weather) will affect program outcomes.
- Critical assumptions of the proposed activities, any risks that may negatively impact expected results (e.g., shocks, drought, gender issues, changes in government policies, etc.), and how the applicant would mitigate the impact of such occurrences along with proposed resulting changes to the program. With regard to critical assumptions related to gender, applicants should consider the implications of their work on men and women – for example, an increase in women's workload that adversely affects young child nutrition;
- Description of an exit strategy, including sustainability of activities and plan for graduating beneficiaries before the end of the award for each aspect of the program. (See [Program Graduation and Exit Strategies: A Focus on Title II Food Aid Development Programs](#) for further information);
- Description of Monitoring and Evaluation (M&E) Plan, supported by a Results Framework, including output, outcome, and impact indicators and targets in the IPTT with appropriate sex- and age-disaggregated indicators (see [USAID ADS 303](#)); plans for performance monitoring, mid-term evaluation, formative research, and data collection throughout the life of the award; a description of how the data will be used to improve food aid program activities; and the personnel and funding required. In addition, applicants should review and include applicable FFP Standard Indicators as described in the [FFP Information Bulletin \(11-03\)](#) entitled, *Revision to Food for Peace Standard Indicators to be Collected in Baseline Surveys and Final Evaluations* and the [FFP Information Bulletin \(07-02\)](#) entitled, *New Reporting Requirements for Food for Peace*. Applicants should also review monitoring and evaluation requirements in [FFP Information Bulletin \(09-06\)](#) entitled, *Monitoring and Evaluation Responsibilities of Food for Peace Multi-Year Assistance Programs Awardees*. Subject to the availability of funds, the baseline and final evaluation will be conducted by external evaluation firm contracted and centrally managed by FFP;
- Applications should include appropriate gender indicators in the IPTT of the M&E Plan; and
- Select M&E materials, i.e., the Results Framework and the IPTT, should be included as an annex. Note that the M&E Plan is part of 4. *Program Design*, as indicated above, and requests additional information. The Detailed and General Implementation Plan Table and Performance Monitoring Plan Table will be required at a later date.

5. *Research and Learning.* To increase the body of evidence-based learning from Title II programs, applicants are highly encouraged to include an experiential learning component in their program design. Applicants may consider the selection of a set of research questions

attached to a particular program or activity and use internal or external scholars or technical experts to carry out the research alongside program implementation. Methods to share the results of this research may include annual learning summits to inform coming-year work plans and activity design across multiple stakeholders, including other donor programs and host country governments. Applicants are encouraged to describe a program-level learning strategy that will illustrate processes and activities designed to foster the testing of development hypotheses and new approaches, learning around how to better implement and achieve results, and grounding of implementation in contextual knowledge. Activities should then translate the evidence base into adaptations, where appropriate, that reflect the best available technical and experiential evidence that are firmly grounded in local knowledge and responsive to local dynamics.

Applicants are strongly encouraged to use innovation and new technology when appropriate and engage technical experts, as needed. This may include, but is not limited to, utilizing mobile phone technology; engaging private sector experts for improvements in irrigation designs and models; mechanization of small grain processing; and engaging the international agricultural research institutions for new varieties of drought-resistant and nutritious crops.

For further information on Title II programming approaches, applicants are encouraged to review resources found on the [FFP website](#).

d) Management and Logistics (10 pages maximum)

The management and logistics section of applications should include, at a minimum, the following:

1. *Management Structure.* This section should include a full description of the management structure of the proposed program, including any consortium arrangement, and detail any relationships with anticipated sub-awardees or sub-contractors. Specifically, if implementation will be done through a consortium or any potential sub-awards or sub-contracts, it should include an explanation of the scopes of the proposed activities, the individuals or organizations responsible, and why they are being selected. If the applicant proposes a consortium or any sub-awards, applicants should include signed “letters of commitment” from consortium members or sub-awardees in an annex and refer to these in the application text.
2. *Staffing.* This section should describe the applicant’s staffing plans for all activities with descriptions of the number and type of staff and their roles and responsibilities. It should also include an organizational chart and the curriculum vitae (CV) of the proposed Chief of Party as annexes. During the issues letter phase, successful applicants may be requested to identify key technical staff responsible for nutrition and health; gender; monitoring and evaluation; monetization; and agriculture, agribusiness, marketing, and/or economics and to provide their CVs as well.
3. *Logistics Plan.* This section should include an overview of the proposed food aid commodity use, along with commodity-related issues concerning direct distribution and

monetization components of the program including, but not limited to, commodity requests and acceptable substitutions should select planned commodities not be available, port and warehouse infrastructure, and commodity transportation (including inland and internal transport). The applicant is also required to include an Annual Estimate of Requirements and Commodity Pipeline, which will be data entered in FFPMIS. If the applicant has a current Title II award, the applicant should indicate any anticipated carry-over commodities. For landlocked countries, applicants should note the designated points of entry (which are limited to four). For special procurement or shipping requests, such as containerization or through-bills of lading, a detailed justification must be provided.

4. *Monetization and/or Distribution Plan.* The monetization plan should be developed as outlined in the [FFP Monetization Field Manual](#). Note that the country-specific information, RFA and FFP Information Bulletins take precedence over the manual, should there be a discrepancy. Key points should include a justification for the proposed monetization (including the level of monetization expressed as a percentage of total tonnage), description of the proposed mechanics of the monetization (e.g., type of sale, type of buyer, anticipated food aid commodities, and whether the potential sale will be conducted with other awardees), and a discussion of the local market factors and potential risks that may affect distribution, including negative gender impacts involving risks linked to the location or timing of distribution, as well as monetization. Applicants must also complete monetization proceeds and cost recovery information on FFPMIS.

For the Distribution Plan, the applicant must discuss the local market factors and potential risks that may affect distribution. Both food aid commodity monetization and distribution programs need to be familiar with and understand the implications of the FFP Information Bulletin (09-02) entitled, [New Procedures to Determine Compliance of P.L. 480 Title II Food Aid Program Proposals with the Conditions of the Bellmon Amendment](#).

Information on the status of the Host Country Agreement should be included as well. Please see Section VIII – Other Information for more information.

e) Past Performance (2 pages maximum)

The applicant acting on its own or acting as the lead of the consortium should include, at a minimum, the following items for itself (in the case of no consortium) or for all members of the consortium including itself (in the case of a consortium) in the past performance section of the application for U.S. Government and non-U.S. Government funded programs:

- Detailed description of prior performance within the past three years implementing food aid programs in the proposed country or other countries, if applicable;
- Detailed description of prior performance within the past three years implementing non-food aid programs with similar sectors or activities (e.g., nutrition, agriculture, etc.) in the proposed country or other countries in the region; and
- Any other evidence of the technical, financial, and managerial capability within the past three years to design, implement, and monitor the proposed activities, including the number and size of programs managed or proposed.

If the applicant (and/or any member or a proposed consortium) has previous experience **within the past three years** in the proposed country and is submitting an application to assist beneficiaries in a region similar or identical to where it has previous experience or in similar technical sectors in which it has worked in that country, the applicant (and/or consortium member) must explicitly incorporate lessons learned from prior activities into the description of Technical Interventions. The applicant must respond to any concerns raised in the final evaluation and/or in any audit findings of the prior activities in the application for itself or for any members of the consortium to which the concerns apply.

For each application, only the applicant (either submitting on its own or as the lead of a consortium) must submit as an annex the executive summary of final evaluations and audit reports for the past three years for those U.S. Government-funded programs described in the bullets above, as well as links to the full evaluations and audits.

f) Budget (no page limit)

Cost proposals include the executive summary table, comprehensive budget, detailed budget, and budget narrative and must be submitted as a separate section, which is not subject to the page limitation of the program application. Cost proposals must be in U.S. dollars only and include budget details as described below for the applicant, each member of the consortium (if applicable), sub-awardees and/or sub-contractors. Note that for restricted goods, the applicant (or prime in the case of sub-awards or lead in the case of a consortium) must ensure that they are identified in each budget and follow up with any approvals, as required.

1. *Executive Summary Table for the Life of Award.* Separate from the Executive Summary, a Fiscal Year 2013 Executive Summary Table for the Life of Award should be submitted through FFPMIS. It captures the proposed resources for the life of the award.
2. *Comprehensive Budget.* The comprehensive budget should pull together all planned costs by object class category and funding source for each year of the program. The Comprehensive Budget will be data entered on FFPMIS.
3. *Detailed Budget.* The detailed/itemized budget should list and account for individual line items within each *object class category* for each program element. Object class categories are logical groupings of costs, such as staff salaries, fringe benefits, travel, capital equipment, supplies, and indirect costs. A [suggested budget format](#) organized by program elements, grouped by object class category and itemized by suggested individual line items, is available on the FFP website. Also, if reimbursement for inland transport charges will be requested, include an estimate of total U.S. dollars needed for inland transport in the detailed budget. If this information is not yet available, please include the estimate and state in the budget narrative when the information will be submitted to FFP.
4. *Budget Narrative.* The budget narrative justifies proposed expenses and explains how costs were estimated. Applicants should provide their rationale for cost development, such as the methodology and assumptions used to determine individual costs. A thorough budget narrative will expedite the cost proposal review and prevent the applicant's staff from having

to revisit the application and provide justifications following application submission. For ease of review, budget narratives should follow the order of line items in the detailed budget.

g) Annexes (no page limit)

The following is a list of annexes that should be included with the application. Applicants may include additional annexes, as needed.

Annex Type	Methodology
1. Executive Summary Table for the Life of Award	Data Entered on FFP MIS
2. Comprehensive Budget	Data Entered on FFP MIS
3. Detailed Budget	Uploaded into FFP MIS
4. Budget Narrative	Uploaded into FFP MIS
5. Monetization Table: Anticipated Monetization Proceeds and Cost Recovery Data for Year One	Data Entered on FFP MIS
6. Annual Estimate of Requirements and Commodity Pipeline	Data Entered on FFP MIS
7. Results Framework and IPTT (For additional information see Section VIII below.)	Uploaded into FFP MIS
8. Initial Environmental Examination (For additional information, see Section VIII below.)	Uploaded into FFP MIS
9. Country Map(s) with any proposed and any ongoing Activity Area(s) by Applicant and/or members of the consortium	Uploaded into FFP MIS
10. Gender (To provide further information about the gender approach described throughout the proposal as well as information about the gender analysis plan. For additional information see Section VIII below)	Uploaded into FFP MIS
11. Past Performance Documentation (Include Executive Summaries from relevant Final Evaluations and Audit Reports, as applicable. For additional information, see Section V below)	Uploaded into FFP MIS
12. Applicant Organizational Chart (and information on consortium or sub-awardee structure, if applicable)	Uploaded into FFP MIS
13. Curriculum Vitae (CV) of Chief of Party upon submission of the application (however, other CVs may be requested in response to the issues letters if application is accepted, prior to the first obligation of resources, and/or if key staff are identified in the award)	Uploaded into FFP MIS
14. Glossary and List of Acronyms	Uploaded into FFP MIS
15. Applicant Point of Contact Information	Uploaded into FFP MIS
16. Additional Annexes as needed	Uploaded into FFP MIS

6. Funding Restrictions

For special considerations and information pertaining to ineligible and restricted goods, services, and countries, please see the USAID Automated Directives System (ADS) [Major Functional Series 300: Acquisition and Assistance, Chapter 312 - Eligibility of Commodities](#). Additionally, it is the legal responsibility of USAID recipients to ensure compliance with all U.S. laws and regulations, including those that prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. These laws, rules and requirements may affect the program design, budget, timing of award, and/or timely program implementation and post-award administration.

7. Pre-Award Costs

The award will not allow reimbursement of pre-award costs.

8. Other Submission Requirements

Certain documents may be required to be submitted by the applicant in order for the Agreement Officer to make a determination of financial responsibility. Applicants shall submit any additional evidence of responsibility, as requested, to support the determination pertaining to adequate financial, management and personnel resources and systems; ability to comply with the award conditions; satisfactory record of performance, integrity and business ethics; along with qualifications and eligibility to receive a grant under applicable laws and regulations.

SECTION V – APPLICATION REVIEW INFORMATION

1. Evaluation Criteria

For each application, the technical application and cost proposal will be evaluated separately. The technical application will be evaluated in accordance with the Technical Evaluation Criteria set forth below. Thereafter, the cost proposal of each applicant submitting a technically acceptable application will be evaluated for general reasonableness, allowability, and allocability. There are three criteria against which applications will be evaluated: Program Design and Description; Management and Logistics; and Past Performance. The maximum possible points according to criteria are in the table below:

Technical Evaluation Criteria	Maximum Possible Points
A. Program Design and Description	50
B. Management and Logistics	40
C. Past Performance	10
Total Possible Points	100

a) Program Design and Description

Factors under this criterion include, but are not necessarily limited to, the following:

- Adherence to country-specific information on the objectives, activities and/or geographic locations specific to the country in the RFA;
- Soundness of technical sector interventions;
- Linkage between assessment of underlying causes of food insecurity and program design;
- Soundness of program design, including cross-cutting constraints and opportunities that may limit or affect the availability, access, or utilization/consumption of food resources by men and women, boys and girls, such as limiting factors related to climate change, conflict, and governance;
- Integration of a gender-sensitive approach throughout all aspects of program activities (i.e. design, implementation, evaluation, etc.);
- Well-defined exit strategy, including realistic support for the sustainability of activities and plan(s) for graduating beneficiaries before the end of the award; and
- Well-defined M&E Plan, including a description of monitoring activities, methods, and tools with clear performance indicators, as indicated on page 10. In addition to these indicators, the M&E Plan should include gender and environmental indicators to permit the measurement of food security gains while promoting gender equity and safeguarding environmental goods and services. Sex-disaggregated indicators must be collected in order to identify possible gender-related disparities or highlight new or unexpected differences affecting men, women, boys, or girls. However, sex-disaggregated data itself does not constitute a gender-sensitive approach; instead, this data can and should be used to construct gender sensitive indicators and guide future programmatic activities. A set of gender indicators that measure the gender objectives given in the Results Framework is required. For example, the plan may include indicators to assess the impact of proposed activities on women's workload and status; demonstrate progress in minimizing identified gender-related disparities; highlight new or unexpected disparities affecting men, women, boys, or girls; or demonstrate progress in promoting gender equity. Gender and environmental indicators are described in Section VIII.

b) Management and Logistics

Factors under this criterion include, but are not necessarily limited to, the following:

- Suitability of management structure;
- Appropriateness of positions and staffing;
- Adequacy and feasibility of logistics plan; and
- Appropriateness and sufficiency of monetization plan.

c) Past Performance

The applicant's past performance will be evaluated based on accomplishments (including success in reducing child undernutrition), quality of performance as described by donors or references, and as demonstrated expertise implementing programs similar to the one proposed.

For each application, the applicant will be requested to submit the Executive Summary of final evaluations and audit reports (for the past three years), a link to full final evaluations, and a minimum of three references.

2) Review of Cost Proposal

The review of the cost proposal seeks to determine if the level of resources is appropriate for the number of beneficiaries and degree of change being proposed. Aspects to be considered under this criterion include the justification for program costs: general reasonableness, allowability under the cost principles and according to FFP policies, and the allocability of the costs reflected in the budget. Technical Evaluation Committee (TEC) members will also review whether the applicant's application is consistent with its cost accounting practices, policies and procedures, including ensuring that the indirect cost rates are consistent with any negotiated indirect cost rate agreements. Based on the review, the TEC will determine whether the cost proposal will pass with no revisions or pass with revisions.

For further information on costs considered reasonable, allowable, and allocable, please refer to 22 C.F.R. 230, [*Cost Principles for Non-Profit Organizations*](#), which was formerly OMB Circular A-122.

3) Review and Selection Process

Consistent with the requirements set forth in the Food for Peace Act, FFP shall determine whether to accept an application no later than 120 days after receipt of a complete application (subject to availability of funds and commodities). FFP is committed to meeting this mandate; however, its ability to do so depends upon the quality of applications and their responsiveness to the standards and requirements set forth in the RFA.

Once an application is deemed complete, FFP will review each application based on the RFA evaluation criteria and FFP policies. FFP field offices will collaborate closely with FFP in Washington in the review of applications. Following its review of a complete application, FFP may accept the application, deny the application, or withhold a decision on whether to accept or deny the application pending resolution of outstanding issues.

FFP may determine that a particular application meets all requirements and warrants funding. In this case, FFP will notify the applicant that its application has been accepted. Within two weeks or according to the period decided upon by FFP, the applicant must then submit the remaining components of the application (e.g., branding strategy and marking plan along with other components such as certifications). Updated materials may also be required to reflect any changes in program design (e.g., Initial Environmental Examination or IEE). After receipt and examination of the remaining components, FFP will send a signed award letter with relevant attachments to the applicant (i.e., future awardee) for review and signature.

If FFP determines that an application generally meets food aid program requirements, but has deficiencies that can and should be addressed prior to approval, FFP will send a final proposal request letter to the applicant, consolidating the comments from the technical evaluation. Given

the importance to the funding decisions of the applicant's responses to the request letter, applicants are strongly encouraged to respond promptly to the appropriate contact as indicated in the letter. Any delays will adversely affect the process, lead to subsequent delays in finalizing the award documentation, and may ultimately lead to denial of the food aid application. If FFP accepts the response to the final proposal request letter, the applicant must submit a revised proposal, incorporating the changes accordingly and all the remaining components of the application. When a complete revised proposal and all components are received, FFP will review the entire submission. If FFP determines the revised proposal has adequately incorporated all of the issues cited in the final proposal request letter, all remaining components are complete and correct, and funds are available, then FFP will approve the application and send an award letter with relevant attachments to the applicant (i.e., future awardee) for review and signature.

Should FFP determine that an application has major deficiencies that cannot be resolved within the 120-day timeframe for acceptance or addressed in a letter, or should FFP determine that the applicant failed to adequately respond to the issues raised with sufficient detail and relevant information within the required period, FFP will then deny the application. Key reasons for the denial will be outlined in the denial letter.

SECTION VI – AWARD AND ADMINISTRATION INFORMATION

USAID may make an award resulting from this RFA to the responsible applicant(s) whose application(s) conforming to this RFA offer(s) the greatest value. USAID may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application, (d) accept alternate applications, and (e) waive informalities and minor irregularities in applications received.

Awards will be made in accordance with the [USAID Standard Provisions](#) and other applicable U.S. Government regulations, which are available on the USAID web site. The award will be administered under the 22 C.F.R. 211, 22 C.F.R. 216, 22 C.F.R. 226, OMB Circulars and the USAID Standard Provisions.

The Agreement Officer is the only individual who may legally commit the U.S. Government to the expenditure of public funds. No costs chargeable to the proposed agreement may be incurred before the start date of a fully executed Agreement. (In extreme cases, a specific written authorization from the Agreement Officer may be necessary and completed.)

SECTION VII - AGENCY CONTACTS

Agency contacts may be found in Section IV – Submission and Application Information, 2) Point of Contact.

SECTION VIII – OTHER INFORMATION

1. Environmentally Sound Design and Management and 22 C.F.R. 216 Compliance

Many FFP programs are implemented in countries affected by environmental stressors, e.g., deforestation, eroded soils, climatic variability, ground water contamination, or over-harvesting of near-shore fisheries. While it is often assumed that much of the developing world has experienced irreversible environmental degradation worsened by climatic changes, examples of community-driven, equitable environmental protection and recovery are on the increase.¹

Reducing the environmental impact of USAID development assistance through the environmental performance practices (e.g., water safety plans, sustainable sourcing of materials, cleaner production, waste minimization, environmental health and improved natural resources management) has multiple positive outcomes. At the most basic level, USAID ensures that taxpayer dollars are doing no harm to the natural resource base. Environmental impact assessment is a decision-making tool to maximize the achievement of program outcomes while minimizing related environmental and social impacts.

The status of environmental resources varies from one partner country context to another and therefore affects each dimension of food security in different ways. Understanding the environmental limiting factors as they affect food security and integrating environmental sustainability considerations into food aid programming are essential and mandatory requirements to ensure, promote and sustain food security. The Foreign Assistance Act of 1961, Section 117 requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs over the life of the program. This mandate is codified in Federal Regulations (22 C.F.R. 216) and in USAID's [Automated Directives System \(ADS\) Part 204](#).

All activities funded in response to this RFA will require an Environmental Threshold Decision (ETD), as in 22 C.F.R. 216, documented in an Initial Environmental Examination (IEE). The IEE is drafted by the applicant and final clearance is granted by the [Bureau Environmental Officer \(BEO\)](#) for DCHA. In order to achieve these results, RFA applicants are required to include environmental management work planning, expertise, and budget in their proposals. When the program contains activities that would be classified as a **Negative Determinations with Conditions** the applicant must:

- I. *Design:* Include in the program design and description a focus on the role of climate change and environmental management. Specifically, applicants are required to consider the following two questions: 1) how will climate changes affect the achievement of sustainable results?; and 2) how will proposed activities affect the relative quality and sustainability of environmental resources?

¹ Reij, C., G. Tappan, and M. Smale. 2009. Agroenvironmental transformation in the Sahel: Another kind of "Green Revolution." IFPRI Discussion Paper. Washington, D.C.: International Food Policy Research Institute, <http://www.ifpri.org/sites/default/files/publications/oc64ch07.pdf>).

- II. *M&E*: Prepare an Environmental Performance Indicator Framework through the development of environmental (or “green”) indicators for IPTT output and select outcome indicators. Environmental indicators should be strategically selected to monitor the sustainability of the implementation of activities that rely on the natural resource base and/or may do harm. Additional information on “green” indicators is available in the [Green Recovery and Reconstruction Toolkit \(GRRT\)](#) for Humanitarian Aid, Module 2: “Project Design, Monitoring and Evaluation.” The [UNHCR FRAME Toolkit](#): Framework for Assessing, Monitoring, and Evaluating the environment in refugee-related operations, Module V: Environmental Indicator Framework, provides example indicators and score cards.
- III. *Planning*: Integrate actions relevant to the completed Environmental Mitigation and Monitoring Plan (EMMP) or M&E Plan into the implementation plans.
- IV. *Budget*: Provisions for implementing the environmental compliance activities should be included in the detailed and comprehensive budgets, integrated into other cost items, as appropriate, and highlighted in the budget narrative. Applicants must reflect illustrative costs for environmental compliance mitigation measures, monitoring, evaluation, training and consultancies in their cost proposal.

In order to ensure compliance with this 22 C.F.R. 216 requirement, the applicant is *highly* recommended to utilize the Food for Peace “[Initial Environmental Examination Guidance and Compliance Information for Title II Programs](#)” containing relevant templates and regulatory and technical operational guidance.

2. Host Country Agreement

The Host Country Agreement (HCA), formerly the Host Country FFP Agreement or HCFFPA, is expected prior to finalization of the award. However, additional information is provided here for the applicant’s consideration.

The HCA establishes the terms and conditions by which an applicant will be able to conduct a Title II program in a specific country in accordance with the applicable requirements of USAID 22 C.F.R. 211 (i.e., Regulation 11). As such, the applicant shall enter into a written HCA with the government of the country in which it is proposing to implement a Title II program. If the program will be implemented in a number of countries within a region, an HCA must be negotiated with each government. Applicants submitting applications to work in countries for which they do not have an HCA should make arrangements well in advance to ensure that a signed HCA is prepared prior to the food aid program approval.

Even though the HCA is expected and preferred prior to finalization of the award, the applicant may submit when asked during the review and approval process (if selected) either the HCA or the Mission Director’s determination that the proposed food aid program can be effectively implemented in compliance with 22 C.F.R. 211. Note that the Mission Director’s determination is not a substitute for an HCA. Instead, there must first be a written decision by the Mission Director that it is “not appropriate or feasible” for the applicant to have an agreement with the government. Following that determination, programs may only be implemented after the Mission Director’s determination is made that the program can be implemented without an

agreement. If an HCA is not in place prior to finalization of the award, an explanation should be included with the award, along with a timetable for HCA negotiations and anticipated receipt of a signed HCA.

3. Monitoring and Evaluation Materials

As part of the Monitoring and Evaluation Plan, applicants must include as an annex the Results Framework (RF) and IPTT **upon submission**. (However, the Detailed and General Implementation Plans (Tables) and Performance Monitoring Plan (Table), along with any updates or revisions to the RF or IPTT, will be required **within 45 days** from the date of the Monitoring and Evaluation Workshop for new awardees.) In addition, applicants must include in the program design and description an enhanced focus on environmental performance and management as well as gender equality and gender integration for which specific indicators must be designed. See **1. Environmentally Sound Design and Management and 22 C.F.R. 216 Environmental Compliance** above and **4) Gender** below. All Title II development food assistance programs are required to complete an in-depth gender analysis and an Initial Environmental Examination analysis within the first year of implementation, in a way that best ensures the results of these analyses will be incorporated into the design and implementation of the programs. The Agreement Officer's Representative (AOR) must approve the gender analysis scope of work before the analysis begins. In addition, all programs are required to include an analysis of the impacts of the program on gender dynamics and the environmental setting as part of the midterm evaluation.

a) Results Framework

Applicants must include as an annex a RF or other type of logic model that represents the food aid program's theory of change by laying out the activities and outputs that will lead to short, medium, and long-term outcomes and objectives. RFs are described further in [USAID Performance Monitoring and Evaluation TIPS #13 Building a Results Framework](#).

b) Indicator Performance Tracking Table

The IPTT includes output, outcome, and impact performance indicators linked to the food aid program application's strategic objectives, intermediate results (IRs), and activities. The IPTT is an awardee's primary tool for organizing and reporting on its performance indicators. The IPTT also lays out estimated baseline and target values for each indicator, ensures that target values are appropriate for the indicator type (i.e., at baseline and final evaluation only vs. annual targets), and makes it clear whether target values are cumulative or annual. The IPTT is submitted along with the RF as an annex.

4. Gender

Although the objectives of food aid programs and activities will need to be context-specific, one underlying aspect of food insecurity in all Title II programs that deserves careful consideration is the widely prevalent issue of gender inequality. Gender inequality affects food security through various pathways. For example, access to and rights over land differ between men and women,

affecting food production, availability, and ultimately food security. Men and women engage in different livelihood activities and often women earn much less than men. Many women are married and bear children during their adolescent years, at a time when they have the least access to resources and decision-making power in the household, which affects food utilization and nutrition outcomes. Gender inequality varies from one host country context to another and therefore affects each dimension of food security in different ways. Understanding the gender constraints as they affect food security and integrating gender considerations into food aid programming is essential and a mandatory program requirement to ensure, promote and sustain food security.

A gender approach throughout programmatic activities seeks to take into account the differences in men's, women's, boys', and girls' roles in the community context, as well as the intergenerational and gendered inequalities that exist within a household during program planning, implementation and assessment. Accounting for inequalities in designing food aid programs in order to reduce the disparities should not only contribute to more effective multi-year development programs, but also to increased social equality and greater reductions in food insecurity.

Applicants must recognize the pervasive additional obstacles that poor women and girls face and give serious attention to those impediments as roadblocks not only to women and girls, but also to effective national development. Opportunities exist and should take into consideration ways to engage men and boys in challenging traditional gender norms while also mitigating potentially negative impacts. Gender norms are at the center of how men and women are socialized to interact with each other; considering this relationship and the balance between them is critical to ensure equitable participation and benefits to both men, women, boys and girls. Applicants should incorporate elements that support USAID's policy on gender equality and women's empowerment when designing all activities for the proposed food aid program.

a) Gender Integration

All Title II programs are required to integrate gender into their program as cross-cutting objectives that must appear in the Results Framework. The specific domains of gender equality addressed by the program must be described, and should be grounded in an understanding of the local context and may be adjusted if the need arises (i.e. the gender analysis highlights a domain that should be focused on). In the program description and design, applicants must explain how they will recognize and mitigate potential negative impacts with regard to gender, as well as how, and the ways in which, men and women will be engaged throughout program activities.

For example:

For programs that plan to implement agriculture and livelihoods activities, domains of gender equality that could be impacted include, but are not limited to:

- Access to and control over resources and assets
- Economic empowerment
- Distribution of household labor

For programs that plan to implement maternal and child health and nutrition activities, domains of gender equality that could be impacted include, but are not limited to:

- Gender relations and dynamics
- Male involvement in maternal and child nutrition
- Shared responsibility between men and women for young child nutrition
- Decision-making related to health
- Mobility related to health-seeking behaviors

For programs that plan to implement disaster risk reduction activities, domains of gender equality that could be impacted include, but are not limited to:

- Community planning for risk reduction and disaster mitigation that identifies men and women's risks/vulnerabilities, roles, responsibilities, and permissions by age and life-stage
- Gender relations and dynamics that are affected by shocks and disasters

While it is expected that gender is addressed throughout the entire proposal, applicants can further describe their gender plan by including a Gender Annex in their application. **Further guidance on how to integrate gender and create gender indicators at the proposal level can be found in Annex III – Gender: Title II Development Food Assistance Programs, Part A: Guide to Creating Gender Indicators and Gender integration of this RFA.**

b) Gender Analysis

Completing a gender analysis at the time of application is not required; however, a gender analysis must be completed within the first year of a program if the application is awarded. After a gender analysis is completed, applicants are required to apply results to program activities as necessary. **Further guidance on how to conduct a gender analysis can be found in Annex III – Gender: Title II Development Food Assistance Programs, Part B: Guide to Conducting a Gender Analysis of this RFA.**

c) Gender M&E

All Title II programs are required to identify a set of gender indicators that will be collected during the baseline survey, final evaluation, and annually that measure the gender objectives identified in the results framework. These should be included in the IPTT of the M&E Plan and proposed at both the output and outcome levels. In addition, all Title II development food assistance programs are required to complete an in-depth gender analysis within the first year of implementation in a way that best ensures the results of the analysis will be incorporated into the design and implementation of the programs. The AOR must approve the gender analysis scope of work before the analysis begins. In addition, all programs are required to include an analysis of the impacts of the program on gender dynamics as part of the midterm evaluation.

d) Gender Expertise

Considering this mandatory requirement, FFP expects that applicants will have the necessary gender expertise and capacity available to ensure gender is integrated and addressed at every

point in the food aid program cycle, and to that end, applicants will identify in their proposals the gender expertise and capacity they have. In addition, it is essential that applicants include in proposals meaningful approaches to address gender issues of specific relevance to food security. Proposals must demonstrate a sound understanding of gender issues as they affect food security directly along the dimensions of food availability, access, and utilization in the proposed host country and possibly the proposed project area. Priority will be given to proposals that demonstrate the integration of gender as a means to improve food security.

5. First 1000 Days Approach: Preventing Chronic Malnutrition

The over-arching goal of preventing malnutrition is related to Millennium Development Goal 1; Target 1c is to...*reduce by half the proportion of people who suffer from hunger*. In contributing to the achievement of this goal, FFP aims to reduce chronic malnutrition among children under five years of age.

In order to achieve this overarching goal, FFP expects development partners to focus on a preventive approach during the first 1,000 days of life (from conception to two years of age) because this is the period in which infants and children are most vulnerable to malnutrition. For FFP, this preventive approach should be food-assisted. Participants in targeted food-insecure areas need to receive conditional food rations based on program participation to prevent the onset of malnutrition *before* it occurs. This population-based approach differs from many MCHN interventions that target children *after* they have become malnourished to help them recuperate from malnutrition. The most important aspect of the conditional food transfer is a “biological” supplementary ration for the mother-child pair that ensures that both mother and child receive essential energy and nutrients during the critical first 1,000 days of life that will help to prevent chronic malnutrition. Such rations also provide an incentive to participate in the program and offset the opportunity costs of participation in the program while the community begins to develop its own capacity for protection of the mother-infant pair. Applicants who propose not to distribute preventive food rations during pregnancy and the first six months postpartum and to children from six to twenty-three months in participating communities should justify why this would not be advisable and/or feasible.

Program design for the core interventions in the preventive approach, namely social and behavior change communication (SBCC), and preventive and curative health and nutrition services should consider at a minimum:

- Improving infant and young child feeding practices (including early initiation and exclusive breastfeeding; adequate and timely complementary feeding; promotion of improved complementary feeding using locally available, affordable, and nutritious foods; feeding during and after illness/severe malnutrition; etc.) based on formative research, effective, age-appropriate, individualized personal counseling, and home visits;
- Improving maternal nutrition and health, with a focus on pregnant and lactating women, WRA, and adolescent girls;
- Improving nutritional status and nutrition awareness among single and newly married WRA, adolescent girls, and their families;

- Increasing access to safe drinking water and appropriate sanitation and improving hygiene practices to prevent diarrhea;
- Increasing diet diversity and dietary quality at the household level, with particular focus on women and children. Activities to support improved dietary diversity and quality may include homestead food production, such as home gardens and a small livestock programs, as well as social and behavior change interventions;
- Improving adoption of key essential nutrition, hygiene, and health practices through effective use of SBCC, including local advocacy;
- Improving prevention and treatment of childhood illnesses in children under five years of age;
- Improving access to and quality of health services in coordination with partners, including birth preparedness and maternity services, immunization, family planning service delivery and communication, as well as nutrition services – most importantly, vitamin A and iron supplementation for children and iron/folic acid supplementation for pregnant and lactating women; and
- Improving detection and referral of children under five years of age with Severe Acute Malnutrition (SAM).

Since the above interventions are considered essential for preventing maternal and child deaths and malnutrition, the goal should be to ensure that women and children participating in Title II MCHN activities receive an integrated package with as many of these interventions as possible. Baseline quantitative and qualitative assessments may show that emphasis should be placed on one or more of these interventions, and that the others are already adequately provided or will be delivered through the applicant partnering with host government health and nutrition services, other USAID projects, or other organizations. The application should provide information on the type of assessments done or to be done to define the intervention package. It should also describe the platform to be used to deliver the community-based health and nutrition actions including the type of community health workers or volunteers to be used and the client-worker ratio.

Note that additional considerations in relation to programming for 1,000 days and links to references are found in Annex II- Questions and Answers on Health and Nutrition Programming of this RFA.

6. Motor Vehicle Procurement Table

If procurement of any motor vehicles is requested in the application for the prime, members of a consortium, and/or sub-awardees, the applicant (i.e., the prime) should include a table with the following information for all vehicles and specify who will use the vehicles and when and how purchases and transfers to consortium members and/or sub-awardees would occur:

- Type and number of motor vehicles (includes motorcycles);
- Model, make and year of motor vehicles, for illustrative purposes;
- Planned uses of motor vehicles, including who will retain title;
- Estimated cost of each motor vehicle;
- Funding source for each motor vehicle;

- Fiscal year during which each procurement is planned; and
- Justification for using non-US vehicles to address file as documented in the first paragraph under 6. Motor Vehicle Procurement Table.

For subsequent applications from previous or expiring Title II programs, applicants should provide in table format:

- The size and condition of the current motor vehicle fleet;
- Age of each motor vehicle;
- Funding source for each motor vehicle;
- Use of motor vehicles by activity; and
- Plans for maintenance and replacement

Supporting text regarding the history of the motor vehicle fleet and its procurement by the applicant in the country should also be included. Applications that include non-U.S. vehicles should include a rationale for their purchase or long-term lease.

A Mission concurrence cable is required prior to the signing of an award with details pertaining to Mission vehicle procurement policies.

7. Branding Strategy and Marking Plan

The Branding Strategy and Marking Plan is required for successful applicants only; it is **not** required upon submission of the application. Additional information on branding strategies and marking plans is provided here for the applicant's consideration. Nonprofit applicants are required to comply with 22 C.F.R. 226.91 and USAID Acquisition and Assistance Policy Directive (AAPD) 05-11 and complete a branding strategy and marking plan (BS/MP) with each award. If the application is apparently successful, the applicant will be required to submit an acceptable BS/MP as a prerequisite for any resulting award.

Note that because USAID's branding and marking requirements have cost implications, such costs should be included in the application budget even if the applicant does not submit its BS/MP with the application. These rules do not apply to public international organizations (PIOs).

USAID approved Marking Plans may be waived pursuant to conditions set forth in 22 C.F.R. 226.91(j).

Agency branding and marking guidance can be found in [ADS Chapter 320](#), Branding and Marking (contains instructions on how to prepare the branding strategy and marking plan) and on the [USAID website](#) (contains samples of the USAID logo in various formats).

USAID requires the recognition of the contributions of the American people extended under this Agreement. In this regard, awardees are reminded of the requirements to acknowledge USAID funding of projects and programs as required by the Standard Provisions. In publications and

media products, awardees will apply, where appropriate, the Agency branding standards published in the Agency's Graphics Standards Manual. Awardees should also note that the acknowledgement of the U.S. Agency for International Development as a funding source may be applied where texts are publicly published.

8. County Specific Information

Country-specific information for Haiti is found on the USAID/FFP website under the heading "[Country Fact Sheets](#)" by country name.

ANNEX I: DEFINITIONS

Call Forward: A request by the awardee for food aid commodities for distribution and/or monetization to be procured for use in approved programs in a timely manner.

Carryover: Food aid commodities or funds unused during a fiscal year that are transferred to the budget or planning levels for the following financial or reporting year.

Delayed Shipping: The practice when an awardee places a call-forward that requests a U.S. load port date later than the traditional procurement schedule. For example, in the traditional procurement schedule, if a call-forward was entered in WBSCM by May 10th and approved by USAID for the June purchase, it would have a July U.S. load port date. In the delayed shipping practice, the call-forward that was entered in WBSCM by May 10th and approved by USAID for the June purchase may have an October U.S. load port date.

Development Resources: Development resources are used in development programs for activities that target chronically food insecure populations. These activities include long-term safety nets and interventions to enhance human capacities, livelihood capabilities, and community resiliency and capacity. Activities may also include development program early warning and mitigation activities.

Direct beneficiaries: Those who come into direct contact with the set of interventions (goods or services) provided by the program in each technical area. Individuals who receive training or benefit from program-supported technical assistance or service provision are considered direct beneficiaries, as are those who receive a ration or another type of good. Note that all recipients are beneficiaries, but not all beneficiaries are necessarily food ration recipients. Services include training and technical assistance provided directly by program staff, and training and technical assistance provided by people who have been trained by program staff (e.g., agricultural extension agents, village health workers). If cooperatives or organizations receive training or technical assistance from the program, all members of the cooperative/organization are considered direct beneficiaries. In a Food for Training (FFT) program, the direct beneficiaries are those trained under the program. In a Food for Work (FFW) or Food for Assets (FFA) program that is implemented as a stand-alone activity (e.g., not as part of a wider set of interventions), direct beneficiaries are those who directly participate in the activity (i.e., receive a ration), not all of those who use or benefit from the infrastructure/asset created (e.g., a road). If a FFW or FFA activity forms part of a set of activities in a program element (e.g., FFW to build irrigation infrastructure, accompanied by technical assistance in new cultivation techniques and water management to a targeted group of farmers), the direct beneficiaries include FFW participants and the farmers receiving the technical assistance and the two groups may overlap. In the case of food rations, direct beneficiaries include the individual recipient in the case of individual rations, and the recipient plus his/her family members in the case of family rations.

Direct beneficiaries do not include those who benefit indirectly from the goods and services provided to the direct beneficiaries, e.g., members of the household of a beneficiary farmer who received technical assistance, seeds and tools, other inputs, credit, livestock, etc.; farmers from a neighboring community who might observe the effects of the training and demonstration plots in the target community and decide to adopt or model the new practices themselves; the population

of all of the communities in a valley that uses a road improved by FFW; or all individuals who may have heard a radio message about prices, but who did not receive the other elements of an agricultural intervention necessary to increase incomes. Such individuals are considered indirect beneficiaries.

Direct Distribution Food Aid Commodities: Food aid commodities that are provided directly to beneficiaries as in-kind take home rations or for on-site feeding (versus food aid commodities sold for monetization proceeds).

Emergency Resources: Title II resources used to fund emergencies and disaster mitigation-type activities. Emergency program activities are generally funded with emergency resources. Emergency resources may be used in a development program for expanded safety net and asset protection activities that target populations suffering from transitory food insecurity during a shock or transition from an emergency situation; as well as to fund mitigation and early warning activities.

Fiscal Year (FY): The U.S. Government's fiscal year begins October 1 and ends the following September 30.

Gender: Gender refers to the socially constructed (rather than biologically determined) roles of men and women as well as the relationships between women and men in a given society at a specific time and place. Gender is not sex. Gender roles and relationships are learned and vary across cultures and over time. Understanding these roles and relationships and how they impact upon development outcomes is a key objective of gender integration. Designing appropriate interventions (based on an understanding of these roles and relationships through a gender analysis) and integrating gender into food security and nutrition programming improves the development outcomes of these programs. As of FY2010, FFP requires gender to be integrated throughout development food aid programs, and as of FY2011 FFP requires gender to be addressed in applications for emergency food aid programs. (Adapted from Human Rights and Justice Group's Gender and Development training)

Gender Analysis: A gender analysis examines the different but interdependent roles of men and women and the relations between the sexes. It also involves an examination of the rights and opportunities of men and women, power relations, and access to and control over resources. Gender analysis identifies disparities, investigates why such disparities exist, determines whether they are detrimental, and, if so, looks at how they can be remedied. (From FFP Occasional Paper 7)

Gender Equality: Gender equality concerns women and men, and it involves working with men and boys, women and girls to bring about changes in attitudes, behaviors, roles and responsibilities at home, in the workplace, and in the community. Genuine equality means more than parity in numbers or laws on the books; it means expanding freedoms and improving overall quality of life so that equality is achieved without sacrificing gains for males or females. (USAID definition)

Gender Equity: The process of being fair to women and men. To ensure fairness, measures must often be available to compensate for historical and social disadvantages that prevent

women and men from otherwise operating on a level playing field. Equity leads to equality.
(From FFP Occasional Paper 7)

Gender Integration: Gender integration involves identifying, and then addressing, gender inequalities during strategy and project design, implementation, and monitoring and evaluation. Since the roles and power relations between men and women affect how an activity is implemented, it is essential that project managers address these issues on an ongoing basis. (USAID definition)

Implementation Year (IY) (versus Fiscal Year): The implementation year is a 12-month period of time during which a food aid program may operate, in contrast to the U.S. Government's fiscal year schedule. The implementation year begins on the date that the food aid program award becomes effective, as detailed in the award agreement. Given award approval dates and the life of food aid program awards, one implementation year will likely straddle two fiscal years. For example, a development program approved in April 2013 has its first implementation year from April 2013 to March 2014 and straddles both fiscal year 2013 and fiscal year 2014.

While an implementation year is always a 12-month period of time, food aid activities may not be implemented during that entire time period. For example, for emergency programs approved for less than 12 months of operation, the implementation year would be a 12-month period extending from the effective date of the award, but the food aid program would be implementing activities only during the actual life of the award. Similarly, for award extensions of less than 12 months, the implementation year would be a 12-month period extending from the extension's start date, but the food aid program would be implementing activities only during the remaining life of the award.

Indirect Costs: Indirect costs are the expenses an organization incurs in doing business that are not readily identified with a particular project, but are necessary for the general operation of the organization and the conduct of activities it performs. An example would be the salary of an organization's president. A Negotiated Indirect Cost Rate Agreement (NICRA) is the U.S. Government's negotiated indirect cost rate with individual awardees.

Indirect Beneficiaries: Indirect beneficiaries are those who benefit indirectly from the goods and services provided to the direct beneficiaries (as defined above). For example, indirect beneficiaries include: members of the household of a beneficiary farmer who received technical assistance, seeds and tools, other inputs, credit, livestock, etc.; farmers from a neighboring community who might observe the effects of the training and demonstration plots in the target community and decide to adopt or model the new practices themselves; the population of all of the communities in a valley that uses a road improved by a food for work activity; or all individuals who may have heard a radio message about prices, but who did not receive the other elements of an agricultural intervention necessary to increase incomes.

Internal Transport, Storage and Handling (ITSH): ITSH funding is available to eligible organizations for in-country costs directly associated with the movement of Title II food aid commodities to storage and distribution sites, storage of the food aid commodities, and

distribution of the food aid commodities in all emergency programs and in development programs in countries that meet the poverty and other eligibility criteria established by the International Bank for Reconstruction and Development (World Bank) for financing the International Development Association. Please refer to the latest Food for Peace Information Bulletin on funding sources for additional information.

LOA: Life of award.

Metric ton(s) (MT): The standard unit of measurement for Title II commodities. One metric ton equals 1,000 kilograms.

Monetization and Monetization Proceeds: The sale of food aid commodities to obtain foreign currency for use in development food assistance programs. Awardees monetize U.S. Government-donated food aid commodities to generate cash resources (proceeds) to cover expenses associated with implementing development food assistance programs. Monetization can be conducted by direct negotiation or through sealed-bid auctions. Typical buyers include governments, parastatals, wholesalers and mid-level merchants.

Reached: Defined as contact with a beneficiary regardless of the number of times or amount of assistance received in a given program element.

Recipient: A recipient is a direct receiver of a food aid ration. Each projected recipient should be counted once, regardless of the number of months they will receive food aid. In other words, a recipient who will receive a food aid ration for 12 months is counted once, as is a recipient who will receive a food aid ration for three months.

Section 202(e) funds: Section 202(e) funding is available to awardees to establish new programs under Title II; meet specific administrative, management, personnel and internal transportation and distribution costs for carrying out Title II programs (including monetization programs) in foreign countries; and improve and implement methodologies for food aid programs, including needs assessments (upon the request of the Administrator), monitoring and evaluation. Please refer to the latest Food for Peace Information Bulletin on funding sources for additional information.

Program Elements

Program Element: The general category or focus of activities for Food for Peace resources in the form of direct distribution food aid commodities, monetization proceeds, section 202(e) funds and ITSH funds. The fourteen program elements are defined below.

Civil Participation: Strengthen the capacity of Civil Society Organizations (CSOs) for policy analysis, advocacy, coalition-building, internal governance, membership representation and services, and engage in other activities aimed at fostering more peaceful and democratic societies. Areas of capacity building may include, but are not limited to, technical expertise (e.g. human rights, legal reform); CSO self-regulation (e.g. establishing NGO Codes of Conduct); organizational capacity (e.g. strategic planning, financial management and accountability, public

relations, issue management, and outreach, revenue generation, accountable fundraising); and targeted advocacy training and technical assistance.

HIV/AIDS: Reduce the transmission and impact of HIV/AIDS through support for prevention, care and treatment programs.

Maternal and Child Health: Increase the availability and use of proven life-saving interventions that address the major killers of mothers and children and improve their health status, including effective maternity care and management of obstetric complications; prevention services including newborn care, routine immunization, polio eradication, safe water and hygiene; and treatment of life-threatening childhood illnesses.

Family Planning and Reproductive Health: Expand access to high-quality voluntary family planning services and information, and reproductive health care. This element contributes to reducing unintended pregnancy and promoting healthy reproductive behaviors of men and women, reducing abortion, and reducing maternal and child mortality and morbidity.

Water Supply and Sanitation: Objectives include improving water and sanitation infrastructure and practices. Activities include: organizational, technical and financial support for water and sanitation services; promotion of practices that protect water supplies from contamination by improper handling of domestic water supplies, household waste and inadequate sanitation; promotion of improved hygiene practices and behavior change; and, provision of technical assistance and training to enable communities to properly operate and maintain the new/rebuilt facilities. Food rations are used to build water and sanitation-related infrastructure.

Nutrition: Increase availability and use of proven nutrition interventions to reduce mortality, morbidity, and food insecurity, including nutrition education to improve maternal diets, nutrition during pregnancy, exclusive breastfeeding, and infant and young child feeding practices; fortified or biofortified staple foods, specialized food products, and community gardens to improve consumption of quality food; and delivery of nutrition services including micronutrient supplementation and community management of acute malnutrition. Strengthen host country capacity by advancing supportive nutrition and food security policies and improving nutrition information systems.

Basic Education: Improve early childhood education, primary education, and secondary education, delivered in formal or non-formal settings. It includes literacy, numeracy, and other basic skills programs for youth and adults.

Social Assistance: Cash or in-kind transfers to the poor or to those suffering from temporary shocks. Health services provided in-kind should be captured under the respective health element(s).

Agricultural Sector Capacity: Sustain the productivity of the agricultural sector through investments that foster increasing returns to land, labor, and capital. Targeted interventions to male and female producers provide improvements in technology and management practices,

expanded access to markets and credit, increased organizational and market efficiency, and restoration and protection of resiliency in production and livelihood systems.

Strengthen Microenterprise Productivity: Support the start-up and expansion of self-employment and micro and small enterprises owned and operated by low-income people.

Natural Resources and Biodiversity: Conserve biodiversity and manage natural resources in ways that maintain their long-term viability and preserve their potential to meet the needs of present and future generations. Activities include combating illegal and corrupt exploitation of natural resources and the control of invasive species. Programs in this element should be integrated with the Agriculture Area under Economic Growth and Conflict Mitigation and Reconciliation Area under the Peace and Security Objective, when applicable and appropriate.

Protection and Solutions: Ensure full respect for the rights of the individual and communities in accordance with the letter and the spirit of the relevant bodies of law (international humanitarian, human rights, and refugee law). This involves both legal and practical approaches for implementation in humanitarian situations, including efforts to ensure humanitarian access, incorporate protection strategies in assistance programming and other measures to reduce vulnerability and uphold human dignity for all victims of conflict and disasters. Activities included herein should be linked to relevant GJD/Human Rights elements.

Assistance and Recovery: Provide goods, personnel, services and assistance to meet basic human needs in order to foster transition from relief according to principles of universality, impartiality and human dignity. This element should be employed, when possible, as part of an integrated, coordinated and/or multi-sectoral approach.

Capacity Building, Preparedness and Planning: Improve the ability of the USG, host countries and other partners to prepare for and mitigate the effects of disasters, including both natural disasters and complex emergencies, in a manner that accommodate varying physical, cultural and social abilities to move freely and access information and services. Activities under this component include any efforts to enhance the capacities of the USG (in Washington and in the field), humanitarian assistance providers, national host-country authorities, and local communities to engage in disaster reduction and response activities. Activities consist of standardized and coordinated assessments, monitoring, information sharing, data and situational analysis, joint planning; enhancement of coping mechanisms, including the capacity to address adaptation to constantly changing situations on the ground including climate variability and climate change.

ANNEX II – QUESTIONS AND ANSWERS ON HEALTH AND NUTRITION PROGRAMMING

1. What is the difference between a preventive and a recuperative approach to undernutrition?

The first consideration in programming is prevention. As in any public health intervention, prevention means population-based coverage. As an analogy, consider the polio vaccine: all children in a population are entitled to, and should get the polio vaccine no matter the socioeconomic status of the household. Similarly, **all** children in a population with high stunting rates (as stated in select FFP country specific information on target areas) are at risk of becoming malnourished during the 1,000 days between conception and two years of age and thus should be protected from the ravages of nutritional deficiencies. This is a key concept. Recuperation is a disease-oriented approach. To continue the polio analogy, it would be focused on the rehabilitation of those children who are infected and affected by the polio virus. From a public health perspective, it is far more cost effective to prevent than to recuperate, even though recuperation continues to be necessary.

2. How can a preventive approach be targeted in Title II development food assistance programs?

A preventive approach should first and foremost be prioritized to the most food insecure areas (i.e., districts). Country Specific Information and the Bellmon Estimation Studies for Title II (BEST) analyses identify these most food insecure areas. Linking with existing health services is a priority, whenever possible.

3. What are important programming considerations to take into account when designing a program to prevent undernutrition in children under two?

According to the UNICEF conceptual framework,² nutritional status is a function of three key factors: health, diet and care. Those three factors interact with one another in several ways. For example, a child who is not healthy has poor appetite, will eat less and may not be able to take advantage of the nutrients in the food s/he receives; likewise, a child who has a poor diet has less resistance to disease. “Care” is determined by whether proper practices (such as, feeding practices, health seeking behaviors, pregnancy spacing, social stimulation, etc.) are used to ensure adequate health, development and diet of the child. Deficiencies in any of those aspects will pave the way to undernutrition. What a preventive approach (focusing on the “first 1000 days”) to undernutrition represents is the application of this conceptual framework to a programmatic context. Specifically, this means that the objectives of a preventive program are to offer a child access to quality in terms of health services, diet, and care practices.

² UNICEF. (1990). Strategy for Improved Nutrition of Children and Women in Developing Countries. New York: UNICEF

4. What is the purpose of blanket feeding of children under two and pregnant and lactating women in a development program that focuses on developing sustainable ways to prevent undernutrition?

What is important in preventing undernutrition is not necessarily food aid, but an optimal diet along with health services and care. If households in a given context are able to access enough high quality food to feed their child most of the time, then awardees should trust that system to do so and reserve the food distribution for the critical moments when the food is not there and/or when the households cannot afford it, such as the hungry months at the end of the dry season, or before harvests. In the environments where our applicants and awardees work, it is rare that households will be able to source enough food (and of sufficient quality) to feed their child most of the time, and usually less so at the beginning of a development program. In these cases, the purpose of blanket feeding of children under two and pregnant and lactating women is to improve dietary quality and quantity and provide important vitamins and minerals that may not be available otherwise. However, where it is possible for households to procure much of their own foods, there are some programming models that may be helpful in achieving improved quality of the diet along with improved care and feeding practices.

See:

- [*The Essential Nutrition Actions \(ENA\) Framework, The Nutrition Program Design Assistant \(NPDA\): A Tool for Program Planners*](#) on the Coregroup website and [*The Grandmother Project*](#).

Additionally, as applicants think through issues of program design, they may want to consider questions of sustainability and how participation in programs to improve nutrition of children during the first 1,000 days may be maintained in the absence of food aid, along with a phased approach that might include food aid in the early stages and other types of incentives and approaches once food security is improved. It may be useful to consider the experiences of initiatives such as Care Groups:

See:

- [Food Security and Nutrition Network SBC Task Force Approved SBC Tools and Methods](#)
- [Pastoral da Criança](#)
- [Baby Friendly Community Initiatives in countries like the Gambia](#)
- [Nicaragua Mother and Baby Friendly Health Units Initiative](#):

What is an optimal diet for infants and young-children from 6-23 months of age?

For children 6-23 months of age an optimal diet of age-appropriate complementary foods, in addition to continued breastfeeding, should meet the principles of: **F**requency, **A**mount, **D**ensity and **D**iversity, **U**tilization (hygienic preparation and feeding) and **A**ctive Feeding by the mother or caregiver, summarized by the acronym **FADUA**. For more information consult the World Health Organization's 2003 publication: [Guiding Principles for Complementary Feeding of the Breastfed Child](#). Formative research during design is essential in each program setting to

determine which infant and young child feeding practices are sub-optimal, what the barriers are to improving these behaviors, and which feasible changes to these feeding practices to promote.

5. What is the added value of food aid in preventing undernutrition in Title II development programs?

The key resource that FFP has to offer, i.e. the Title II food aid commodities, can go a long way in ensuring that children have access to an optimal diet in the highly food insecure situations in which our partners work. Title II food aid commodities are used in a preventive approach for nutritional purposes- improving dietary quality and quantity for young children and pregnant and lactating women and for “non-nutritional” purposes- for example, incentivizing households to continue program participation-but both purposes can help to prevent undernutrition in women and children.

6. What is the role of current Title II commodities in responding to the nutritional needs of pregnant and lactating women and children under two?

FFP is in the process of improving the quality and variety of food aid in response to the Food Aid Quality Report (FAQR) recommendations.

Fortified blended foods like corn-soy blend (CSB) provide many micronutrients, but the current formulation of CSB13 does not provide all of them in the right quantities, particularly for infants between six-12 months. The main limitations are tied to iron and zinc levels. As part of the implementation of the FAQR recommendations, these limitations will be addressed; however it will take some time and research before FFP has evidence to show whether the proposed revisions to the CSB13 specifications (called CSB14) are adequate for the six-24 month-old infants targeted for prevention of malnutrition. The World Food Program (WFP) formulation of CSB+, now available through the Title II commodity list, offers some improvement in these two critical micronutrients, which are currently limiting in CSB13.

In thinking beyond the existence of the Title II program, applicants should consider program designs that will offer families alternatives for providing the necessary micronutrients through interventions that can diversify the diet (e.g., home gardening, small livestock raising, etc.) or through technical solutions like lipid-based nutrient supplements (LNS) (e.g., Nutributter®) or micronutrient powders (such as Sprinkles®), sachets of vitamins and minerals in powdered form that are used like a condiment on the child's food.

7. How might negative incentives of food aid rations to women of reproductive age (i.e., those who may become pregnant to receive a food aid ration) be addressed within the context of a blanket feeding program? Will mothers who become pregnant while receiving rations for another child become ineligible for FFP funded preventive nutrition and health activities?

There is no evidence to indicate that providing preventive nutrition and health services, including food aid rations, to all pregnant females has a pro-natal effect. FFP would not recommend that any pregnant woman be denied participation in a program activity because she will have/has

another child while participating in the activity. In addition, it is unlikely that Ministries of Health would allow the provision of services to some pregnant women in the public health system and not to others. Individual development programs manage these potential challenges through the educational component that addresses healthy pregnancy spacing, by working with partners to strengthen family planning services as well as by facilitating access to family planning services available in the food aid program area. In compliance with the Tiahrt Amendment, food aid should not be given as an incentive for using family planning, and using family planning should not be a condition for receiving a food ration. Individuals need to have informed choice of their family planning options. See <http://www.usaid.gov/what-we-do/global-health/family-planning>.

8. Is FFP open to programs offering food aid rations to the target groups (pregnant and lactating women and children 6-23 months) while also promoting locally produced weaning and other nutritious food until the child reaches two years of age?

Yes, FFP encourages the use of home-based, locally produced weaning foods after six months of age. Through the behavior change communication component of preventive health and nutrition programs, development programs should be promoting locally available nutritious food for infants and young children and pregnant and lactating women that can be combined with the food aid ration, and children should be introduced to a range of diverse foods. However, in terms of the quality of the diet, it is important to note that breastfed infants and young children between six-24 months only need small amounts of food to meet their total energy needs. So foods provided to children should be very nutrient-dense, including rich in both macro- and micro-nutrients. Local diets, **as well as food aid commodities**, can do a good job at providing the macro nutrients (i.e., carbohydrates, proteins, lipids, etc.). However, local diets, unless they are fortified and sufficiently nutrient dense, may not do a good job at providing the micro-nutrients (i.e., vitamins, minerals) that are so critical to a child's growth.

9. Is there a minimum package related to strengthening of antenatal, post-partum, integrated care of the child and family planning services that should be included in proposals?

Applicants should determine what the country policy is for maternal and child health and nutrition services, what types of health service strengthening may be occurring and what efforts need to be supported, coordinated and/or facilitated in the areas they propose to cover, taking into account national efforts, bilateral and other efforts, family planning and Global Health Initiative (GHI) activities aimed at strengthening these services. There is guidance on a minimum package of health services, which include antenatal care, post-partum care, micronutrient supplementation, immunization and treatment of childhood illness, as described in the host country Ministry of Health's policies and protocols. For this guidance, applicants can refer to [Knowledge for Health e-toolkits website](#) and technical reference materials at the [MChip website](#). They may also refer to the [Prevention of Malnutrition in Under Twos Approach \(PM2A\) Technical Reference Materials \(TRM\)](#) at the following website: <http://www.usaid.gov/what-we-do/agriculture-and-food-security/food-assistance/guidance/preventing-malnutrition-children>.

Many geographic areas will have limited, inconsistent or no access to these services. In these situations, applicants should describe the weaknesses in the services provided in their proposed geographic areas and suggest ways to work to make essential health and nutrition services available and accessible in order to protect the health and well-being of mothers and children.

For additional references on integrating health and family planning service strengthening into a proposed program, see: [Integrating Family Planning and Maternal and Child Health Care: Saving Lives, Money, and Time \(Population Reference Bureau\)](#).

10. Will direct distribution as a result of blanket food aid rations create a disincentive for production? With only the Haiti study to use as a “standard,” there are concerns about overuse of food resources and potential unintended consequences to the local economy because of the food aid rations.

The BEST analyses recommend levels of blanket distribution that are calculated to avoid creating a disincentive for production or any unintended consequences.

11. Are applicants expected to use ration sizes from the Haiti PM2A study in other locations? Can more guidance be given on how to develop the mother and child’s ration?

Applicants have flexibility to propose the ration composition and size that is appropriate for the target groups. The PM2A TRM contains guidance on ration design and targeting as well as exit strategies and sustainability.

12. Are applicants expected to create an incentive size household ration?

The purpose of the household ration is to supplement the household food supply when necessary, prevent sharing, and/or incentivize participation. Applicants should describe and justify the assumptions used to determine the ration, monitor the ability of the ration to achieve these objectives and ensure that any modifications to ration size are not affecting critical outcomes, and to contribute to the body of experience and evidence on ration use in development programming. Applicants should keep in mind that in most cases, the purpose of the household ration is not to improve nutritional status of the household and commodity selection should reflect the actual purpose. In addition, to prevent sharing, applicants may want to consider if a household ration with different commodities than the individual rations for young children and pregnant and lactating women would be most appropriate in the given context.

In relationship to household rations, applicants should consider the following two points when either requesting a particular type and size of ration to ensure participation in the program and/or providing justification for any requested household ration(s):

- (1) The first point is concerned with the intended use of the food in the program design. The primary aim of the individual rations in a prevention of chronic malnutrition feeding strategy for mothers and children under two is to ensure that the biological needs of the

child and the pregnant/lactating mother are met. These individual rations are not large; they should aim to cover the extra energy and protein requirements in pregnancy and lactation, and meet a certain portion of the energy and protein needed from complementary foods for the child, depending on the particular context and level of food insecurity. However, if food insecurity is great, the household ration needed to ensure that the biological needs are met through the individual rations may represent the largest portion of the food donated to households. The aim of the household ration is not "biological," it is used to fill a gap in the household food supply, prevent sharing, as an incentive, or all three. Filling the gap in the household food supply may also have an indirect effect on the child's nutrition because there is more food available within the household, perhaps providing the mother with more time to care for the child.

- (2) The second point relates to the incentive function of the ration. This function is to ensure continued participation of mothers/caregivers in the preventive program through various types of activities such as behavior change sessions, clinic visits, growth monitoring, etc. Food aid commodities act as a conditional transfer. If the mother goes to the health clinic, attends the education sessions, brings her infant in for growth monitoring and immunization and participates in other preventive activities, the mother would receive an incentive-size household ration in addition to the individual biological rations which may be necessary for pregnant and lactating mothers and infants and young children between six-23 months and there would be no other type of household ration. The effect of the household ration on the child is again indirect because this conditional transfer should increase attendance to Behavioral Change Communication (BCC) sessions, growth promotion and essential preventive or curative health services. But since the additional incentive ration plays no direct role in ensuring the biological needs of the child, the question here is not how much food is needed to feed the household, **but how much food is enough to guarantee participation?** The answer may vary widely but should be **as little as possible to guarantee continued participation in the program.** In many cases the individual rations may be incentive enough for participation in addition to their nutritional functions. Currently, part of the FANTA-2/International Food Policy Research Institute (IFPRI) operations research in pilot prevention of chronic under-nutrition programs is directed toward trying to answer that particular question, but this will always be contextual as well as seasonal.

13. What is the balance between ration size and total beneficiaries served? Country specific information recommends coverage of large geographic areas, which are not coverable with finite resources; how should geographic coverage be chosen?

Applicants may choose to cover all or just some of the geographic priority areas identified in the country specific information. Targeting within priority geographic areas should be done based on assessment and indicators of relative food insecurity.

14. How should applicants treat moderate malnutrition within the context of a preventive program? Specifically for children six-23 months of age, how are the moderately malnourished served and how does this differ from children 24-59 months of age?

The interventions in the First 1,000 Days Approach, especially supplementary feeding; BCC to improve maternal, infant and young child dietary and hygiene practices; and essential health services, should provide an adequate response to reverse moderate malnutrition (underweight, stunting and wasting) and growth faltering in children under two years of age. After two years of age, there is evidence that recuperation from stunting is possible for some children (particularly those with less severe stunting or possibly those who became stunted in the latter part of the first two years of life), but the factors that increase the chance of “catch-up” growth after age two are not entirely known nor necessarily modifiable. It is likely that particular attention would need to be paid to dietary quality and environmental conditions for a still unknown extended period of time for this to be possible and catch-up growth to occur. Since resources are finite, programs need to weigh how much to invest in recuperation of children from stunting after two years of age (when the possibility of impact is more limited), and how much to invest in preventing stunting in children under two years of age (when there is increased possibility of impact). Working to recuperate older children will have less impact on overall nutritional status of the population and divert time, attention and resources away from preventing undernutrition in the 1,000 day window of opportunity. In terms of addressing underweight in older children, it is also important to note that underweight in this group may be due to their short stature, (that is, they have low weight for their age because they are shorter than they should be for their age). Provision of a short-term ration for recuperation of underweight without adequate attention to dietary quality and other environmental conditions such as hygiene and sanitation, may simply cause already stunted children to gain body weight disproportionate to their height (overweight), but with no improvement in height.

15. To what extent should applicants ensure treatment and/or nutritional support of children targeted for Severe Acute Malnutrition (SAM), as well as Moderate Acute Malnutrition (MAM) at health center (outpatient) and Center for Nutritional Rehabilitation (CREN) (in-patient) levels?

Title II-supported programs aim to reduce the prevalence of chronic malnutrition and underweight in children. Preventive health and nutrition approaches are recommended because they aim to prevent and reduce malnutrition in young children who are often at the highest risk of stunting and acute malnutrition. When pregnant and lactating women and young children six-23 months of age are provided supplemental food under preventive programs, reductions in acute malnutrition prevalence are expected, but some acute malnutrition will likely still occur. The preventive approach also includes screening and referral for children with SAM and home visits to follow young children with SAM. Applicants are encouraged to coordinate and collaborate with the health system, other nongovernmental organizations and community based organizations to ensure screening, referral and treatment for children with acute malnutrition.

16. Will the Title II development programs directly fund the care of acute malnutrition?

A preventive program, which focuses on improved health, nutrition and care practices, should contribute to decreasing the incidence of acute malnutrition through improvements in health preventive practices such as immunization, deworming, malaria prevention and treatment,

community integrated management of childhood diseases (c-IMCI), growth promotion and monitoring and improved pregnancy spacing.

The treatment of severe acute malnutrition (SAM) should be part of health systems strengthening. Rather than treating SAM directly, Title II partners should work with health partners to strengthen the capacity of the health services to treat SAM.

In terms of the care of severe acute malnutrition, note that FFP policy does allow, at this time, the purchase of ready to use therapeutic foods (RUTFs) with Title II funds (specifically, either with section 202(e) funds with certain conditions or with cash proceeds from monetization). Ties to health systems are critically important to provide inpatient services that link with and complement the outpatient and community outreach component provided by awardees. If the prevalence of acute malnutrition is high enough³ that it is a significant problem in the food aid program area, then the applicant should develop a separate intermediate result that focuses on those activities.

RUTFs may be purchased from section 202(e) funds for “new” development programs and for emergency programs under these conditions as spelled out in Food for Peace Information Bulletin (FFPIB) 12-03:

- An emergency program that targets a distinct area or population not served by the same organization under a pre-existing Title II program may be considered as “new” for the life of the award (LOA). The term “new” does not apply to follow-on programs, amendments or modifications that simply broaden the existing program area or target population;
- An on-going emergency program that is undergoing a re-design in order to introduce non-emergency interventions may be considered as “new” for the LOA;
- An emergency program that targets the same area and population under a pre-existing program, but is initiated, revised or redesigned to respond to a new shock may be considered as “new” for the LOA;
- A development program that targets a distinct area or population not served by the same awardee under a pre-existing food aid program may be considered as “new” for the LOA;
- A development program that follows an emergency program(s) in the same area or that targets some or all of the same population may be considered as “new” for the LOA; and
- A development program that targets the same area and population under a pre-existing program but with new objectives and activities by the same organization may be considered as “new” for the LOA.

If not fulfilling these conditions, RUTFs may be purchased with monetization funds.

³ The WHO threshold for treatment of Global acute malnutrition (GAM) a combination of moderate and severe malnutrition at a community level is a prevalence of 10% or more for initiation of targeted supplementary feeding. WHO. *The Management of Nutrition in Major Emergencies*, 2000. P. 74.
<http://whqlibdoc.who.int/publications/2000/9241545208.pdf>

17. As Guatemala and Burundi research programs produce evidence, will there be assumptions that current development programs need to incorporate them? Will awardees be expected to change the approved preventive activities based on research results from PM2A activities implemented in food aid programs in other countries?

FFP will not require existing food aid programs to change implementation design based on research results. Awardees may choose to adjust designs, within LOA levels, if the research suggests cost-effective improvements.

18. What resources will be available (beyond the Burundi and Guatemala studies) for applicant research? How are awardees expected to pay for research?

Applicants should include the resources required for program quality assurance, quality improvement and monitoring and evaluation. There will be no external research component for additional countries at this time.

19. Although undernutrition is a far more prevalent program in the regions in which Title II works, overweight and obesity has begun to emerge as an additional problem for stunted populations. What can we do as part of our preventive programs to decrease the risk for overweight and obesity among children and women of reproductive age while we work to improve the nutritional status of our target populations?

- Applicants should definitely take into consideration the obesity rates in the countries and areas where they expect to work. The most recent information from nutrition surveys for the FY2013 countries indicate that rates for overweight for children are still quite low when looking at weight for age. The somewhat higher rate of overweight for height likely represents the impact of stunting.

Country	Year	Prevalence of overweight children < 5 years of age (WHZ >+2)	Prevalence of overweight children < 5 years of age (WAZ >+2)	Prevalence of overweight and obese women 15-49 years of age (BMI > 25)
Haiti*	2012	3.6 (nat'l), 3.8 (rural)	1.2 (nat'l), 1.3 (rural)	N/A

* Enquête Mortalité, Morbidité et Utilisation des Services EMMUS-V HAÏTI 2012 Rapport Préliminaire

- Taking nutritional status into account, programs should be targeted where food insecurity is estimated to be highest, and the risk of providing excess calorie intake so as to contribute to overweight/obesity should be lower, particularly for children. In settings where underweight among children is less than 20 percent, but stunting is still high, programs should place particular emphasis on dietary *quality* and *quantity* (i.e., intake of vitamins and minerals, dietary diversity, frequency and responsiveness of feeding and other feeding practices) in terms of their ration design and other program components (e.g., BCC). Interventions such as micronutrient powder (MNP) or LNS may be more appropriate than food rations to provide the nutritional needs of these populations.

- Childhood overweight may not be the only concern; overweight and obesity among women is increasing in many developing countries. Programs that are working in regions where overweight/obesity among women of reproductive age is high, or on the rise (i.e. Guatemala), should also consider ration design in this light, and also consider other program components that can contribute to preventing increased prevalence of overweight and obesity among this group. As body mass index (BMI) of women of reproductive age is now part of a required indicator for FFP (for monitoring prevalence of underweight), tracking this information may also be useful to look at overweight and obesity among women of reproductive age in the areas where FFP works.
- It is important to note that caloric intake above energy expenditure, regardless of the source of those calories (from Title II food commodities or locally-available foods), will lead to overweight and obesity. Thus, in providing food as part of a preventive program, programs should carefully justify the size of their food rations, based on estimated household energy gaps, estimated household size, maternal and child energy needs, and information about dietary patterns and seasonal availability of food so as to not provide rations that are far in excess of family energy needs. Once implemented, programs should carefully monitor the use of rations (including the amounts of commodities that remain un-used at the end of the distribution cycle). Rations that provide quantities of food above and beyond what is consumed between distributions should be reduced so as to not create an excess of available calories at the household level that could contribute to overweight/obesity.
- Programs should have strong BCC components that promote breastfeeding and appropriate complementary feeding practices so that an optimal diet is ensured, in terms of “quality” (adequate vitamins and minerals, dietary diversity) and “quantity” (caloric intake). This includes recommending appropriate amounts of food for young children to eat, appropriate feeding frequencies and energy densities, promoting a variety of foods to be consumed, as well as appropriate feeding styles and food hygiene. In settings where “empty calorie” foods (e.g., soda, junk food) are common and accessible, programs should consider as part of their BCC, recommendations and strategies to avoid consumption of these foods, which can replace more nutritious foods/liquids and contribute to excess caloric intake. In areas where overweight/obesity among women is a concern, BCC on good dietary habits for women (including dietary diversity, serving sizes, empty calorie foods, and recommended levels of fat intake), and promoting healthy physical activity levels may also be warranted.

20. Are there plans to update the Commodity Reference Guide to reflect guidance for ration design?

The *Commodity Reference Guide* will be revised and updated based on both FAQR recommendations as well as other ongoing studies. Revisions of Commodity Fact Sheets are in progress and updated Fact Sheets will be posted before fiscal year 2013 applications are due. Where there are contradictions between the Request for Applications (RFA) for Title II Development Food Aid Programs and the current *Commodity Reference Guide*, applicants should follow the RFA.

21. What indicators will be used to measure success of nutrition activities?

M&E requirements, including required FFP indicators, are described in the most recent Food for Peace Information Bulletin on indicators and reporting. In addition to the relevant required FFP and USAID/Mission indicators, applicants should identify proposed program indicators in the IPTT and describe methods that will be used to collect them.

22. Why does the MCHN objective state that the objective of preventive programs is the reduction of chronic malnutrition in children under five when we are asked to focus on children under two?

For the MCHN objective, implementation activities should focus on the first 1,000 days and center on preventing malnutrition among children under the age of two, and pregnant and lactating women. The first 1,000 days is synonymous with the prevention of malnutrition under-two and pregnant and lactating women, as the first 1,000 days refers to the period from pregnancy until the child turns two years of age. However Title II's overarching objective is to "reduce chronic malnutrition among children under-five years of age." The broader age range is given in the objective because although implementation activities will focus on under-twos, reductions in the prevalence of malnutrition need to be measured in the under-five reference population in the program area. This is because capturing the impact of a Title II program in terms of reductions in the prevalence of malnutrition takes time, and several cohorts of children under-two need to graduate from the Title II program in order to show impact at a population level.

23. How will nutrition programming success be measured globally?

The standardized annual performance questionnaire (SAPQ) submitted with the annual results reports has been designed to facilitate aggregation across development programs. However, when awardees do not submit the SAPQ fully and correctly, this limits FFP's ability to measure global success of Title II programs.

24. How do applicants prevent double counting and confounding factors in monitoring?

Applicants must propose and implement a monitoring and evaluation system that provides the information needed to adequately monitor food aid program implementation and report on progress and achievements.

25. How do development proposals ascertain that other administrative programs are accountable for regional results?

Performance indicators selected for inclusion in the IPTT should measure changes that are clearly and reasonably attributable, at least in part, to the development program. In the context of performance indicators and reporting, attribution exists when the outputs of the program have a logical and causal effect on the result(s) being measured by a given performance indicator. If more than one agency or government is involved in achieving a result, awardees should describe what role each played in achieving the result.

26. For the review process, what is the balance between the quality of programming and target group coverage?

Quality of programming is paramount to achievement of results. Applicants should propose coverage that allows good quality programming to be implemented, and explain reasoning and assumptions in the proposal narrative. Where possible, applicants should describe how they will interact with other US Government initiatives such as Feed the Future (FtF) and GHI in order to improve the quality of programming and the possibility of scaling up or out.

27. What should applicants consider in terms of Behavior Change Models?

Title II applicants should include a description of their proposed multisectoral social & behavioral change (SBC) strategy in the application. The adoption and reinforcement of key food security, health, and nutrition-related behaviors by mothers/caretakers, households and the community are central to the reduction of food insecurity (including improvements in agricultural productivity and reductions in malnutrition among children under five and pregnant and lactating women).

While access to the necessary variety and amount of food is important, developing and carrying out a clear SBC strategy can help improve adoption rates of behaviors in areas essential for health and nutrition improvement (e.g., increased demand for MCHN services, and water and sanitation, infant and young child feeding, and maternal health and nutrition practices) as well as agricultural and natural resource management improvement (e.g., agricultural productivity, value chain development, and marketing). The impact of improving the variety and amount of food on malnutrition will be limited without contributing to the development of a supportive environment at the community, institutional and policy levels for improved household and on-farm practices, and improvements in services available to community members (e.g., services provided by health care providers and agricultural extension agents).⁴

The SBC strategy should align with existing national strategies as applicable (e.g., the National Nutrition Strategy) and should include information on how project staff will identify priority groups, influencing groups, priority behaviors and desired changes, behavioral determinants (barriers and enablers) that may prevent or encourage adoption, and key messages and activities that will be used to promote the adoption of the key behaviors. Messages and activities should be tailored to communities where project implementers will work in order to achieve program outcomes and impact. Awardees should describe their approach to achieving high coverage, and are strongly encouraged to use SBC approaches that are *intensive*, *equitable* and *interactive* to ensure that the targeted individuals are exposed to the same key messages on several different

⁴ Three good resources for the design and implementation of behavior change strategies for Awardees and NGOs are (1) the [Designing for Behavior Change for Ag, NRM, Health and Nutrition](#) training manual developed by the TOPS Project based on the previous manual developed by the CORE Group and (2) the [2010 Behavior Change Interventions: Technical Reference Materials](#), developed by the Child Survival & Health Grants Program and the CORE SBCWG, and (3) [C-Modules: A Learning Package for Social and Behavior Change Communication \(SBCC\)](#) developed by the Communication for Change Project/FHI 360.

occasions and in ways that actively engage them.⁵ Given their success,⁶ high-coverage peer counseling approaches (e.g., Care Groups⁷ and Farmer Field Schools) should be considered. Targeting influencing groups (e.g., grandparents, spouses) in addition to the priority group (e.g., farmers, mothers of young children) for SBC activities should also be considered when developing the SBC strategy.

Title II applicants should describe how formative research was used to develop and refine their SBC strategy. By using some basic formative research methods on which behaviors have and have not been adopted, and *how* and *why* people do key behaviors, it will ensure systematic planning of SBC activities and materials that are directed at the most important behaviors with lower adoption rates, leading to greater effectiveness of interventions. Applicants should also describe how they plan to use focused formative research⁸ after the award in order to further refine their SBC strategy to better understand barriers and enablers to adoption of key behaviors and practices. Applicants should mention any gender analysis and gendered vulnerability assessments that plan to undertake to understand current gender relations between men and women, stressors constraining community members, family structures, hierarchy, and traditional values and practices.

Applicants should discuss how they plan to measure and continuously improve the quality of SBC activities. Applicants are encouraged to assess their SBC competencies at the beginning, midterm, and end of projects.⁹ One for the measurement of SBC quality is the *Community Development Worker Quality Improvement & Verification Checklist* (CDW QIVC).¹⁰ Where Title II Awardees plan to improve the quality of health or other public services, the [Partnership](#)

⁵ For example, a study conducted in rural Bangladesh among children suffering from moderate acute malnutrition found that the number of children rehabilitated was twice as high for children whose mothers received intensive nutrition education from a specially trained health worker twice a week along with cooking demonstrations than for children whose mothers received only nutrition education twice a month from a community volunteer during the same time period. S.K. Roy et al. 2005. "Intensive Nutrition Education with or without Supplementary Feeding Improves the Nutritional Status of Moderately-malnourished Children in Bangladesh." *Journal of Health, Population and Nutrition*, Dec. 23(4):320-330. Centre for Health and Population Research. <http://imsear.hellis.org/handle/123456789/778>.

⁶ Tylleskär et al. Exclusive breastfeeding promotion by peer counsellors in sub-Saharan Africa (PROMISE-EBF): a cluster-randomised trial. *The Lancet* 30 July 2011 (Volume 378 Issue 9789 Pages 420-427). This cluster-randomized trial in three countries in Africa found that low-intensity, individual breastfeeding peer counseling can be used to improve breastfeeding practices in many sub-Saharan African settings.

⁷ The CORE Group has produced a manual and other resources on Care Groups which is available here: <http://www.coregroup.org/our-technical-work/initiatives/diffusion-of-innovations/50>. A website with other Care Group resources and curricula is also available: <http://www.CareGroupInfo.org>.

⁸ Barrier Analysis / Doer-NonDoer Analysis is one form of formative research which is part of the aforementioned **Multisectoral Designing for Behavior Change** training manual. Other formative research methods such as Trials of Improved Practices should also be considered. (Barrier Analysis is a Food Security and Nutrition Network Social & Behavioral Change Task Force approved tool.)

⁹ A tool for assessment of SBC core competencies can be found here: [http://www.caregroupinfo.org/docs/Self_Assessment_Tool_for_SBC_Manager_\(10_7_2011\).doc](http://www.caregroupinfo.org/docs/Self_Assessment_Tool_for_SBC_Manager_(10_7_2011).doc)

¹⁰ A TOPS online training on using QIVCs can be accessed here: <http://www.caregroupinfo.org/vids/QIVCs/QIVCs.html>. The **Community Development Worker QIVC** can be accessed here in English: [http://www.caregroupinfo.org/docs/CDW_Practice_Promotion_QIVC_\(English\).doc](http://www.caregroupinfo.org/docs/CDW_Practice_Promotion_QIVC_(English).doc) and here in French: [http://www.caregroupinfo.org/docs/CDW_Practice_Promotion_QIVC_\(French\).docx](http://www.caregroupinfo.org/docs/CDW_Practice_Promotion_QIVC_(French).docx)

[Defined Quality \(PDQ\) tool](#) should be considered. PDQ is a methodology to improve the quality and accessibility of services with community involvement in defining, implementing, and monitoring the quality improvement process. The FSN Network SBC Task Force has also developed a list of [SBC core competencies](#) and [a tool for measuring](#) SBC core competencies, which project staff can use to assess and guide capacity building for staff.

There are a number of BCC and Behavior Change models information products (e.g., guides), methods, and tools that are available as resources. The FSN SBC Task Force developed [an annotated list](#) of many of these resources.

Additional References

For up-to-date information and links to resources related to “1000 days”, see <http://www.thousanddays.org/> and <http://www.thousanddays.org/resources/>

For reference materials on Feed the Future, see <http://www.feedthefuture.gov/>

For reference materials related to Global Health Initiative, see: <http://www.ghi.gov/>

ANNEX III – Gender: Title II Development Food Assistance Programs

PART A: Guide to Creating Gender Indicators and Gender Integration

This section is intended to assist partners who may want further guidance on how to integrate gender into their proposals. It provides information on how to create gender indicators and apply these indicators as a part of the project design.

1. What are indicators?

Indicators are standards used to measure the results of a project. Indicators can be both quantitative and qualitative and are criteria or measures against which changes can be assessed towards a specific objective. Indicators provide a closer look at the results of program activities, and for this reason, they are the front-line instruments in the monitoring and evaluation of development work.

2. What are gender-sensitive indicators?

Gender-sensitive indicators are indicators that track gender related changes over time and measures progress toward gender equality through a number of ways. They should be created and applied in a way that examines the unique experiences and roles of men, women, boys and girls. These indicators should lead to a better understanding of how program activities impact, both positively and negatively, the lives of men, women, boys and girls. Gender-sensitive indicators should highlight any gaps between men and women in terms of access to and control over resources, division of labor, needs, constraints, opportunities and capacities, and the interest of men and women (and boys and girls) in a given context. These indicators should be collected in a manner that allows for data to highlight any obstacles and achievements towards attaining project goals specifically, and development goals generally. While indicators by themselves do not completely capture men's or women's experiences, they can be used to highlight the need to address and/or guide programmatic decisions at the local, regional, and national level.

3. How do you create gender indicators?

There is no universal set of gender indicators applicable in every setting. Yet, indicators should be designed and adapted to fit the purpose of the project goals and evaluation activities. Gender indicators should reflect the known gender issues within a specific context, as well as be inclusive of results from the gender analysis. It is important to consider how indicators will be measured and monitored throughout the duration of a program in order to yield data of the highest quality. A generally accepted way to create good indicators is to design them to be **SMART**:

- **S**pecific
- **M**easurable
- **A**chievable
- **R**ealistic
- **T**ime-bound

4. What does gender integration mean?

Gender integration involves identifying, and then addressing, gender inequalities during strategy and project design, implementation, and monitoring and evaluation. Since the roles and power relations between men and women affect how an activity is implemented, it is essential that program staff address these on an on-going basis.

PART B: Guide to Conducting a Gender Analysis

This section provides guidance for successful applicants. It provides information on how to approach conducting a gender analysis within the first year of funded project activities.

1. What is a gender analysis?

A gender analysis is a tool for examining the differences between the roles that women and men play in communities and societies. At the project level, the gender analysis should dig deeper and identify the relevant differences in the roles and status of women and men in the context of the proposed project, any inequalities that could hinder the achievement of project goals, and any possible differential effects the project might have on men and women. At this level, the gender analysis should influence the project design to ensure that it addresses any differences or inequalities that are revealed, and that it results in equal outcomes and benefits for males and females.

2. Why is a gender analysis important?

A gender analysis is important because gender inequalities need to be identified before they can be addressed either through mainstreaming actions or specific actions directed to women or to men. A gender analysis provides information on the different roles of women and men at different levels, their respective access to and control over resources, their priorities, needs and responsibilities. On the basis of a thorough gender analysis, it will be possible to understand current gender inequalities in a given context and to propose a range of measures that should be included in a program to address and redress the situation.

3. How do you conduct a gender analysis?

While there is no one way to conduct a gender analysis, at the project level, the gender analysis should:

- Examine different roles and rights as well as relations between men and women
- Identify inequalities and their root causes
- Examine differing needs, constraints, and opportunities for women and men
- Determine how to address/incorporate these issues into programming
- Identify potential adverse impacts or gender-based exclusion in planned projects

Several domains should be included in the gender analysis; minimally, these domains include:

- Roles, Responsibilities and Time Use
- Access to/Control over Resources
- Knowledge, Beliefs, Perceptions
- Laws, Legal Rights, Policies, Institutions
- Participation and leadership

Below are examples of potential questions that could be asked of men and women under the various domains. Questions should be created and tailored to be context-appropriate:

Roles, Responsibilities and Time Use

- What are the activities you engage in within the household?
- How much of your daily time do you spend on household activities/chores?
- How much of your daily time do you spend on activities outside of the household?
- What are the activities you engage in outside the household?

Access to/Control over Resources

- What is the major source of livelihood in your family? What are additional sources of livelihood in your family?
- Who owns livestock in your family?
- Who owns land in your family?
- Who makes decisions about spending money in your family?

Participation and leadership

- What community activities are available for you to participate in?
- Do you take part in community activities? If no, why not?

Additional resources to Consult:

- USAID's new policy on Gender Equality and Female Empowerment can be found at: (<http://www.usaid.gov/what-we-do/gender-equality-and-womens-empowerment>)
- More information on gender integration in program design can be found at: <http://www.usaid.gov/what-we-do/gender-equality-and-womens-empowerment/addressing-gender-programming>
- Gender Analysis Overview: <http://www.usaid.gov/what-we-do/gender-equality-and-womens-empowerment/addressing-gender-programming>
- Tips for conducting a gender analysis at the activity or project level: <http://www.usaid.gov/who-we-are/agency-policy/series-200>

ANNEX IV – SELECTED TEMPLATES AND EXAMPLES

Monitoring and Evaluation Materials: Detailed Implementation Plan Template and Example

[illegible]

Monitoring and Evaluation Materials: Indicator Performance Tracking Table

Applicant Name:

Proposed Host Country:

Name of Proposed Food Aid Program:

Proposed Life of Award:

Indicator	Desired direction of change (+) or (-)	Baseline	Fiscal Year 1			Fiscal Year 2			Fiscal Year 3			Fiscal Year 4			Fiscal Year 5			LOA	
			Target	Achieved	% Target met	Target	Achieved	% Target met	Target	Achieved	% Target met	Target	Achieved	% Target met	Target	Achieved	% Target met	Target	Achieved
SO 1:																			
Impact indicator 1																			
Impact indicator 2																			
IR 1.1:																			
Monitoring indicator 1																			
Monitoring indicator 2																			

1. Annual monitoring indicators should be reported on each fiscal year. Impact indicators need only be reported for those years determined by the awardee as appropriate by the awardee's monitoring and evaluation plans.
2. Clearly specify the applicant name, potential host country and page numbers on each page of the indicator performance tracking table.
3. Potential food aid programs implementing activities to improve health, nutrition and/or hygiene behaviors should define those behaviors being measured, such as improved personal, food, water and/or environmental hygiene.